

MDW SOP FOR MILITARY FUNERALS
C1

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY MILITARY DISTRICT OF WASHINGTON
Fort Lesley J. McNair
Washington, DC 20319

Change
No. 1

21 September 1983

Miscellaneous Publications
STANDING OPERATING PROCEDURES FOR MILITARY FUNERALS

Effective 30 September 1983

Summary. This change redesignates the MDW SOP for Military Funerals (previously published as MDW Pam 1-3). The new designation is MDW Reg 1-6 in the administration series; the title of the publication is shortened to "Military Funerals."

Suggested improvements. The proponent of this regulation is the Directorate of Ceremonies and Special Events. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MDW, ATTN: ANC&SE, Fort Lesley J. McNair, Washington, DC 20319.

1. Remove old pages and insert new pages as follows:

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Insert pages

i and ii..... i through ii.1

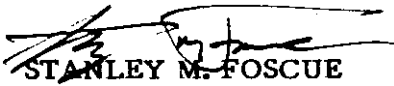
2. File this transmittal sheet in front of the regulation.

C1, MDW SOP FOR MILITARY FUNERALS

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A 1 (3), 2-5, 8, 10-16, 22(50), 23

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5 CO, USCG Station, ATTN: Honor Guard, Alexandria, VA 22310

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DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY MILITARY DISTRICT OF WASHINGTON
Fort Lesley J. McNair
Washington, DC 20319

MDW Regulation
No. 1-6

30 September 1982

Administration
MILITARY FUNERALS

Effective 30 September 1982

Applicability. This regulation applies to all participating elements of the Armed Forces (authority: Assistant Secretary of Defense Memorandum for Secretary of the Army, Secretary of the Navy, and Secretary of the Air Force, 12 November 1976, subject: Armed Forces Support of Ceremonies for Official Activities in Washington, DC). In the US Army Military District of Washington (MDW), this regulation applies to Director of Ceremonies and Special Events; Deputy Chief of Staff for Personnel; Deputy Chief of Staff for Operations, Plans, and Security; Deputy Chief of Staff for Logistics; Deputy Chief of Staff for Resources Management; Staff Chaplain; Staff Medical Advisor; Public Affairs Officer; Superintendent, Arlington National Cemetery; Commander, 3d US Infantry (The Old Guard); and Commander, The US Army Band (Pershing's Own).

Supplementation. Issue of supplements to this regulation within MDW is prohibited.

Suggested improvements. The proponent of this regulation is the Directorate of Ceremonies and Special Events. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MDW, ATTN: ANC&SE, Fort Lesley J. McNair, Washington, DC 20319.

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*This regulation supersedes MDW Pam 1-3, 24 January 1973.

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DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY MILITARY DISTRICT OF WASHINGTON
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Washington, DC 20319

30 September 1982

STANDING OPERATING PROCEDURES FOR MILITARY FUNERALS

Suggested improvements. The proponent of these standing operating procedures is the Directorate of Ceremonies and Special Events. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MDW, ATTN: ANC&SE, Fort Lesley J. McNair, Washington, DC 20319.

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CHAPTER 1

INTRODUCTION

1-1. Purpose: The purpose of these operating procedures for military funerals is to provide efficient and practical procedures for the conduct of funeral services when so directed by the Department of the Army, or requested by the next of kin. These standing operating procedures cover the conduct of funerals not encompassed in State, Official, and Special Military Funeral plans, DA PAM 1-1.

1-2. Responsibilities:

a. The Commanding General, MDW, is the designated representative of the Secretary of the Army to make all arrangements incidental to funerals within MDW for individuals in whom the United States Army has an interest.

b. Director, Ceremonies and Special Events, MDW, is the designated representative of the CG, MDW, charged with the preparation of detailed funeral plans involving coordination with other participating agencies, subordinate commands, and other elements in this headquarters. The Director of Ceremonies and Special Events will coordinate Armed Forces Full Honor and Special Full Honor Funerals in chapters 3 and 4 of these standing operating procedures.

c. Superintendent, ANC, is charged with the responsibility for coordination and overall supervision of military funerals conducted within ANC in which higher headquarters has not shown a direct interest.

1-3. Persons Entitled to Military Funerals:

a. See table of entitlements, chapter 1.

b. Authority for interments in national cemeteries is based on the act of 14 May 1948 (62 Stat. 234), as amended by the Act of 14 September 1959 (73 Stat. 547; 24 USC 281), and other laws specifically cited in AR 290-5, and under such regulations as the Secretary of the Army may prescribe.

1-4. Air Force Aircraft: A flight of US Air Force aircraft in conjunction with funerals outlined in these standing operating procedures is not authorized except when approved by the Director of Special Activities, OASD for Public Affairs.

1-5. Notification:

a. Normally, notification of demise of a person entitled to a military funeral is received and verified at the Administrative Office, Arlington National Cemetery. The Superintendent, Arlington National Cemetery, coordinating with Director, Ceremonies and Special Events, Commander, 3d United States Infantry (The Old Guard) and Commanding Officer, The United States Army Band (Pershing's Own), will make all arrangements incidental to Special Full Honor, Full Honor, and dependent funerals in Arlington National Cemetery.

b. This headquarters will receive alert notification of an Armed Forces Full Honor Funeral from the Director of the Army Staff, Department of the Army. In the event notification of demise is received from some other source, this headquarters will inform the Director of the Army Staff, Department of the Army, and request information

concerning the requirement, if any, for conducting an Armed Forces Full Honor Funeral. Upon verification that an Armed Forces Full Honor funeral is desired by the next of kin and has been approved by the Department of the Army, this headquarters will coordinate the actions outlined in chapter 3.

1-6. Uniform:

a. Unless otherwise indicated, the uniform will be US Army Ceremonial Blue, or service equivalent, with appropriate arms.

b. Inclement Weather Uniform:

(1) Overcoats (or service equivalent) will be worn when the effective temperature is forty-five (45) degrees F and below with no predicted or actual precipitation.

(2) Raincoats will be worn when the effective temperature is thirty (30) degrees or above with predicted or actual precipitation. When raincoats are worn or carried, umbrella bearers will be present at the ceremony site.

(3) Effective temperature is determined by the actual thermometer reading in degrees Fahrenheit and wind speed.

(4) When raincoats/overcoats are worn, the blouse (or service equivalent) will be worn beneath the outer garment. In all cases, the blouse (or service equivalent) will be brought to the ceremonial site.

(5) In the event uniform guidance has not been received from this headquarters, the ceremonies officer of each participating service will check with the MDW ceremonies officer. If contact cannot be made, and there is a question about the weather (intermittent rain, wind, borderline temperature), raincoats, as appropriate, will be brought to the ceremony site.

c. Personnel not in the prescribed uniform will be eliminated from the formation by the commander of troops or the MDW ceremonies officer.

1-7. Inclement Weather:

a. In case of mud or snow, the Commander, 3d United States Infantry, may have the funeral company wear boots or overshoes. The boots, overshoes and black gloves will not be worn in the cemetery without approval of the Commander, 3d United States Infantry.

b. The 3d US Infantry must be alert to weather conditions and road conditions that could cause safety hazards with the caisson. The 3d US Infantry is responsible for inspecting the proposed route of march to insure that it can be negotiated by the caisson. If the 3d US Infantry determines that the caisson should not be used, the decision must be approved by the Commander, 3d US Infantry and coordinated with the Superintendent, ANC, and The Director of Ceremonies and Special Events MDW.

c. Full honor funeral support by the United States Army Band (Pershing's Own), during cold weather will be determined as follows:

(1) If the temperature is thirty two (32) degrees F or less, one-half (1/2) hour prior to the scheduled funeral, the US Army Band will not support the funeral except with a drummer and bugler.

(2) If the temperature is thirty three (33) degrees F or higher, the US Army band will be prepared to support scheduled funerals. A final determination on whether the band will be capable of playing will be made when the band reports to the OIC of the funeral and after consultation with the Superintendent, ANC. The superintendent, ANC, will make the final determination.

(3) For all Special Full Honor Funerals and higher, the US Army Band will always march as part of the escort. The band master will advise when low temperatures will preclude the band from playing and will notify The Director of Ceremonies and Special Events, MDW the Superintendent, ANC, and the OIC of the funeral.

(4) In all cases, temperature determination will be made by the Superintendent, Arlington National Cemetery. The Superintendent will be advised by the band master if the band cannot play in order that the next-of-kin and other necessary personnel may be notified. This advisory will be made as early as possible and no later than thirty (30) minutes prior to the ceremony. The Superintendent, ANC, will notify the Director, Ceremonies and Special Events when full musical support will not be provided.

(5) In the event of severe inclement weather such as snow, ice, rain, or wind, a determination on the type and amount of funeral support (band, troops, caisson) to be provided will be made by the Superintendent, Arlington National Cemetery, together with the officer-in-charge of the funeral and the band master. If a decision is made to provide less than full support for a funeral, the Superintendent, Arlington National Cemetery will inform the Director, Ceremonies and Special Events and the next of kin. This determination will be made not later than thirty (30) minutes prior to the ceremony.

1-8. Reporting Time: Participating troops will report to the initial site thirty (30) minutes prior to the scheduled time for the service. Troops will be in position with dressing sequence completed ten (10) minutes prior to the scheduled starting time.

1-9. Parking at Gravesite: Whenever possible Military vehicles supporting funerals such as troop buses, Staff cars, etc. will not be parked in view of the next of kin, and should not interfere with the departure of the next of kin or persons attending the funeral.

1-10. Rehearsals: The 3d US Infantry will conduct funeral training and rehearsals as required by Commander, 3d US Infantry (The Old Guard). Armed Forces rehearsals and rehearsals requiring MDW participation will be coordinated by MDW Ceremonies and Special Events.

1-11. Anc Passes: The official ANC pass, (blue card or bumper decal with black letters, (Titled: Official) authorizes access to ANC. Road guides, traffic guides, and traffic control personnel in general should be briefed not to restrict the freedom of movement associated with these passes.

1-12. Gun Salutes:

a. The 3d US Infantry is responsible for the firing of salute guns in ANC and to provide the necessary equipment and support personnel.

b. When salute guns (minute guns) are required for a Navy or Marine full honor funeral, the 3d US Infantry is responsible for coordinating the firing points along the funeral route.

c. Commanders must insure that personnel use hearing protective devices at all times when firing.

1-13. Route Coordination: The Superintendent, ANC, will determine the funeral route by 1500 hours one (1) day prior to the scheduled funeral.

1-14. ANC Representative:

a. The ANC representatives are official representatives of the Superintendent, ANC. The proper conduct of the military honors for a funeral is the responsibility of the military representative. Any conflict in the conduct of a funeral should be brought to the attention of the Superintendent, ANC.

b. If an ANC representative is not present at chapel service NLT fifteen (15) minutes prior to the scheduled service, the superintendent will be notified. The Superintendent, ANC will immediately assign an alternate representative to attend the service.

c. Regardless of the time of arrival of the ANC representative the funeral service will proceed as scheduled.

1-15. Honors:

a. General. The rendering of musical honors and gun salutes is an integral part of military funerals (Reference AR 600-25/US Navy Reg 1973/US Air Force Reg 900-6/US Coast Guard Reg 300).

b. Musical honors. Musical honors consist of "Ruffles and Flourishes" and the march appropriate with the rank and service of the deceased. In the instance of musical honors for a general officer the "Generals March" will be rendered as part of the honors at all ceremonies, except during the procession.

c. Cannon salutes. Cannon salutes may be rendered as appropriate or in conjunction with musical honors, in which case the first round is fired on the first note of musical honors. When honors are rendered at funerals, the cannon salute will be fired at five (5)-second intervals between rounds.

d. Salutes and honors on military installations. Military installations will render such honors as required by their service regulations or other official orders. See AR 600-25/table of honors, chapter 1.

e. Individual honors.

(1) During a military funeral, whenever the flag-draped casket is moved it is customary, when in uniform, to render the hand salute and when not in uniform to stand at attention. If not in uniform, uncover and hold the headdress or the right hand if without a headdress over the left breast. Salutes should be terminated after the casket has passed approximately six (6) paces beyond its nearest approach to the individual. If musical honors are rendered, the salute should be terminated at the conclusion of the music.

(2) During indoor memorial services all military personnel including the chaplain will uncover upon entering the chapel except ceremonial details under arms (i.e. Body bearers, color guards, etc.).

(3) During the religious portion of the gravesite service, all persons will bow their heads when ever prayers are spoken. All personnel except those in the escort, color guard personal flag bearer, the active pallbearers, and the firing party will follow the example of the officiating chaplain. If he uncovers, they will uncover, if he remains covered they will remain covered. When the officiating chaplain wears a biretta (clerical headpiece) during the gravesite service all personnel as indicated above will uncover. When the officiating chaplain wears a yarmulke (skull cap-Jewish) all personnel will remain covered. Before the final benediction, a cannon salute may be fired, and after the final benediction three rifle volleys will be fired, and "Taps" will be sounded. During these three elements of the ceremony, salutes should be rendered as outlined in (1) above.

(4) Members of veterans' organizations in their organizational uniform will react to honors as prescribed by their own regulations.

1-16. Gravesite:

a. The head of the grave can be determined by a metal or wooden identification stake normally located near the head of the grave, or by the slope of the terrain since the head of the grave is normally on the uphill slope, the gravesite can always be identified by the position of the lowering device since the release button on the lowering device is always located at the head of the grave.

b. Whenever possible, the route of the body bearers to the grave should be selected to approach the grave from behind the chairs. This will bring the casket to the head of the grave feet first. Attempts should be made to avoid any route which causes the next of kin to pass in front of the grave.

c. When terrain conditions are poor, ANC, will position a mock gravesite in a more favorable area to conduct the gravesite service. When all mourners have departed the mock gravesite, the body bearers will move the casket from the mock gravesite to the actual grave.

d. Chairs at gravesite will not be moved or changed by 3d US Infantry personnel. Any desired changes will be approved by the ANC representative.

e. The escort officer will escort the next of kin to the vehicle for movement to the place of residence, or reception if one has been planned. Once the next of kin has received the flag the officer in charge will dismiss the troops.

f. When the escort and supporting elements depart gravesite they will not interfere with the departure of the NOK and mourners.

1-17. Honorary Pallbearers:

a. Honorary pallbearers are nonbearing attendants of the deceased. Normally these are old friends and associates of the deceased.

b. The NOK or the funeral home director will contact ANC. ANC will in turn notify Ceremonies and Special Events, MDW, with the list of names of the honorary pallbearers. Ceremonies and Special Events, MDW, will pass the names to the 3d US Infantry S3 Ceremonies.

c. The Army green uniform or appropriate civilian attire should be worn.

d. The 3d US Infantry will assign one (1) company grade officer to act as escort officer for the honorary pallbearers.

(1) The escort officer will meet the honorary pallbearers at the chapel entrance fifteen (15) minutes prior to the funeral service. He will identify himself as the escort officer and brief them on their participation during the funeral and gravesite service.

(2) The positioning of the honorary pallbearers as an honor cordon at a prescribed point on some occasions is not possible. On those occasions the OIC will determine the feasibility of prepositioning the honorary pallbearers at gravesite. However, when possible, the honorary pallbearers will be placed off the street as an honor cordon through which the casket will pass enroute to gravesite.

e. Eight (8) or less honorary pallbearers form in one (1) rank at the head of the grave.

f. More than eight (8) honorary pallbearers form in two (2) ranks at the head of the grave.

g. When possible honorary pallbearers will be placed in precedence by seniority, whether in uniform or civilian attire.

h. Positive action will be taken to determine the desires of the NOK regarding honorary pallbearers. When advanced notice is received, military transportation will be provided in accordance with the following policy:

(1) The family will be advised not to exceed ten (10) or twelve (12) honorary pallbearers.

(2) If the number of honorary pallbearers is such that they can be transported in three (3) black chauffeured vehicles or less, they will be placed in the funeral procession between the escort and the caisson/hearse. Cars will travel at close interval to insure the body bearers/personal color bearer can hear the drum cadence.

(3) If more than three (3) vehicles are required or if chauffeured vehicles are not available, honorary pallbearers will proceed to gravesite ahead of the funeral procession, and not participate in the funeral procession.

i. In handling the honorary pallbearers, the OIC has the responsibility to insure the NOK does not wait any longer than absolutely necessary.

1-18. Chapel Ushers:

a. One (1) NCO from the 3d US Infantry (The Old Guard) will be detailed as the head usher for three (3) months. He will be responsible to train other chapel ushers.

b. Two (2) enlisted chapel ushers will be provided by the 3d US Infantry. The ushers will be under the operational control of the head usher for three (3) months.

c. The Fort Myer chaplain may request additional ushers for special chapel services.

d. All chapel ushers will be under the operational control of the Fort Myer chaplain.

1-19. Body Bearers:

a. When using voice commands, they will be kept quiet as possible.

b. All movements will be executed at slow cadence.

c. All movements will be executed with an armswing. FM 22-5.

d. Body bearers will refrain from all heel clicks when moving, securing or escorting the casket.

e. When prepositioning at gravesite, body bearers will not position themselves in the road if it will interfere with the normal traffic flow in ANC.

f. General rules for a funeral with cremated remains.

(1) When loading and unloading a vehicle or the caisson, the flag will always precede the urn.

(2) When the urn and flag are transported by vehicle or carried by body bearers the flag will always be in the position of honor to the right of the urn.

(3) Bearers will report to the ANC office twenty (20) minutes prior to the funeral service and inspect the flag to insure it has been folded properly.

1-20. Firing Party:

a. Firing parties will carry extra rounds over and above that required to perform the scheduled funeral detail.

b. Weapons will not be loaded while traveling in a vehicle. Weapons will be cleared and checked before boarding a vehicle.

c. Only three (3) rounds will be loaded for any one funeral. Firing parties will rack after the third volley so all weapons are clear while at present arms.

d. A thorough police of brass is required at the completion of the service.

e. Bayonets will not be placed on weapons during firing.

f. The firing party should be located to fire over the grave, rifle butt firmly placed against the shoulder with the weapon elevated at an angle of forty five (45) degrees. For safety purposes, the firing party may have to swing the muzzles of their weapons to the right or left to avoid firing over the attendants.

g. Firing parties will use hearing protective devices at all times when firing.

1-21. Buglers:

a. Military buglers will be positioned at gravesite with special emphasis placed upon the following criteria:

(1) That the bugler be positioned near the firing party.

(2) In full view of the next of kin.

(3) Within hearing distance of the next of kin. This may be dictated by the grave location and weather conditions

(4) Positioned so the firing of the volleys will not affect the buglers hearing.

(5) If a position near the firing party is not feasible, the bugler will be placed in a position which meets the criteria as indicated in (2), (3), and (4).

b. When the criteria in (2), (3), and (4) can be met, the bugler will be positioned on line with the firing party, approximately five (5) steps fifteen (15 feet) to the left or right of the firing party.

c. If the temperature is thirty-two (32) F degrees or less, weather conditions may require a last minute positioning of the bugler.

d. The bugler will execute all commands with the firing party during the conduct of the funeral and will remain in position until the firing party is released.

e. Situations will arise on occasions which will require the OIC/NCOIC to adjust the positioning of the bugler. However, every consideration will be given to the above criteria.

1-22. Folding and Presentation of the American Flag:

a. The folding and presentation of the flag to the OIC should be completed in approximately sixty (60) seconds.

b. The person presenting the flag should be an official or retired official of the Federal Government.

c. The commanding general or the command sergeant major or their designated representative, when participating in a funeral in ANC, will, present the flag to the NOK.

d. Normally the flag will be presented to the military chaplain; however, when civilian clergy officiate, the OIC/NCOIC will make the presentation to NOK.

e. In cases when NOK requests a specific person to present the flag, the OIC/NCOIC will present the flag to the person requested by the NOK.

f. When the NOK is not present, the flag will be given to the civilian funeral representative. When a flag does not accompany the deceased, the matter will be brought to the attention of the ANC representative.

g. The OIC/NCOIC will present the flag with the flat edge leading. After the presentation the OIC/NCOIC will salute. After terminating his salute, he will return to his position at the head of the casket.

h. When the OIC/NCOIC presents the flag to the NOK he will say, in a tone in keeping with the solemnity of the occasion. "This flag is presented on behalf of a grateful nation, as a token of appreciation for the honorable and faithful service rendered by your loved one". These remarks will be spoken in a natural tone, with feeling, and not sounding memorized. The OIC/NCOIC must be prepared at all times to make this presentation and will use his own discretion and tact in performing this very sensitive portion of the service.

i. In the event of an improper flag fold the OIC/NCOIC will make a determination if a refold is necessary. A refold is necessary when any red fabric is showing or when the folded flag is loose and unfurling. The OIC/NCOIC will determine if a refold is needed prior to accepting it. There should never be more than one (1) refold. In all cases, the decision for a refold will be made only by the OIC/NCOIC. (See FM 22-5.)

j. According to Public Law 91-397 more than one (1) flag may be presented to a parent or parents of the deceased.

1-23. Transportation and Traffic Restrictions:

a. The 3d US Infantry will request their own troop transportation in support of funerals.

b. Traffic signs in ANC will be strictly obeyed by all. Under no circumstances will traffic signs be turned, moved, covered or relocated without first receiving permission from the Superintendent, ANC.

c. Sheridan Drive will only be used for full honor funerals when there are no other routes available. When possible caissons returning from funerals will not use Sheridan Drive in ANC.

1-24. Parking and Traffic Control:

a. MDW DCSOPS will arrange for Armed Forces and civilian police escorts and implement traffic control at ceremony sites when required by MDW Ceremonies and Special Events.

b. The 3d US Infantry will conduct traffic control and parking for all full honor funerals.

1-25. Funeral Checklist and General Sequence of Events

a. Reconnaissance: the morning prior to the funeral service a reconnaissance should be made and the following accomplished:

(1) Select a position for the escort, satisfying the following criteria
(Reminder: These are general guidelines):

- (a) Level ground.
- (b) Large enough for the entire escort.
- (c) The escort should not be closer than thirty (30) meters to the gravesite, but close enough so that the formation is a part of the ceremony.
- (d) The escort should be in full view of the NOK and the family.
- (e) The escort should not interfere with the caisson, mourners, or movement of the casket.

(2) Select a position for the firing party and bugler.

(a) To be forty (40) to seventy five (75) meters from the grave and no closer than thirty (30) meters from the escort's position.

(b) To be in full view of the NOK and family, positioned not to fire directly over the NOK and family.

(3) Select positions for honorary pallbearers (as required).

(4) Select a position for the color guard (as required).

(5) Select a position for the personal flag bearer (as required).

(6) Select a casket dismount point and route of the casket to gravesite.

(7) Select a route to gravesite from the chapel/transfer point or the ANC Administrative Building.

(8) Determine if the NOK will accept condolences at graveside or if a reception will be held following the interment.

(9) Select positions for medical personnel.

(10) Select press areas.

(11) Determine if any special security is required.

(12) Determine who will present and accept the flag.

b. Chapel checklist.

(1) Reconfirm the location and marks for the escort to include color guard and personal flag bearer when required.

(2) Insure parking and traffic personnel are briefed on the traffic plan to include the following:

- (a) Family vehicles.

- (b) Honorary pallbearer vehicles.
- (c) Dignitaries.
- (d) Official mourners.
- (e) Buses.
- (f) Handicapped.

(3) Coordinate with the ANC representative to determine if a plastic cover and retaining band are required, prior to the service.

(4) Is a condolence book present (as requested by the NOK)? This is normally a funeral home responsibility.

(5) Hold the hearse in position until the escort is in place. The hearse driver, color guard, and personal flag bearer will be briefed prior to service.

(6) Check the flag and casket to insure that the flag is present and placed evenly over the casket with the union over the left shoulder of the deceased.

(7) Insure the honorary pallbearers are briefed on their positions and duties.

(8) Determine the order of the procession.

(9) Check to insure that the chapel ushers are prepared and the chaplain is ready to proceed with the service.

(10) Determine if the family will walk or ride to gravesite.

c. General sequence of events (chapel).

(1) When the escort and all participants are in position, the signal to proceed will be given by the ANC representative. The OIC will signal for the escort to come to attention. The OIC will then signal the hearse to move into position.

(2) On the signal from the OIC, the body bearers will move into position at the rear of the hearse. The escort will present arms, and the band will play appropriate honors followed by a hymn. On the first note of the hymn, the body bearers will move the casket from the hearse to the chapel preceded by the clergy. When the casket is placed on the church truck, inside the chapel, the escort will order arms and the band will stop playing. In the case of a Catholic mass, the escort will move off to the tri-service parking lot where the escort will be placed at ease. On the signal from the OIC, the escort will march back into position in front of the chapel.

(3) At the conclusion of the funeral service, the body bearers will secure the casket, and the escort will present arms. The band will play appropriate honors followed by a hymn until the casket comes to rest on the caisson. At the conclusion of the hymn, the escort will order arms and parade rest.

d. After the casket is secured on the caisson, the OIC, in conjunction with ANC representative, will accomplish the following:

(1) Insure the honorary pallbearers are directed to their transportation or into their position beside the caisson (if they elect to walk to the gravesite).

(2) Insure the chaplain is ready to depart.

(3) Insure the flower truck (if applicable) is enroute to gravesite.

(4) Insure the family and other mourners are in their automobiles or in the proper position if walking to gravesite.

(5) Insure the ANC representative is in position and prepared to guide the funeral procession to gravesite.

(6) When the OIC has insured that all elements are in the proper position and the cortege is ready for movement to gravesite the ANC Representative will then signal the OIC to begin movement.

(7) When the ANC representative is ready to proceed, the escort will march to gravesite at slow cadence.

e. General sequence of events (funeral procession to gravesite).

(1) After leaving the vicinity of the chapel (a minimum of one hundred (100) meters should be traveled), the escort may march in quick time (if the family is not walking). The change in cadence will be effected by the drum beat of the band. When the escort is within one hundred (100) meters of the gravesite the escort will resume a slow cadence.

(2) As the escort approaches the gravesite, rifles will be carried at right shoulder arms.

(3) The escort will proceed at the position of port arms when leaving a road or pathway and when moving into the final position.

f. Checklist (prior to arrival of the funeral procession).

(1) Recheck the grave for the proper name and grave number.

(2) Confirm that the firing party and bugler are present and in the proper location.

(3) Recheck the lowering device, straps, matt, side boards etc, and confirm the head of the grave and the position of the chairs.

(4) Insure the buses are out of sight and not in the route of the procession.

(5) Clear the street near the gravesite of all vehicles, tourist, and spectators within a fifty (50)-meter radius as required.

(6) Cars should be double or triple parked as space permits, with the NOK and family directly behind the caisson.

(7) Officials with personal security personnel should be so parked as to allow for their immediate departure.

g. General sequence of events (gravesite ceremony).

(1) As the procession arrives at gravesite, the chaplain takes his position beside the OIC and nearest the NOK, and the OIC signals for the caisson to halt. The OIC briefs the chaplain on the route from curbside to the gravesite.

(2) The first vehicle in the procession (NOK) is parked approximately twenty (20) meters behind the hearse or caisson. The remaining vehicles in the procession will be parked behind the family cars. The OIC will insure that no vehicle parks adjacent to the NOK's vehicle.

(3) The honorary pallbearers, if any, are then positioned.

(4) The troop escort whenever possible, should escort the the deceased to the dismount point and proceed to the predesignated location. The escort will then order arms and parade rest.

(5) When the superintendent or his representative indicates that all is ready, the escort will present arms. The band will play appropriate honors followed by a hymn. On the first note of the hymn, the body bearers will move the casket from the caisson to the gravesite. The casket will be led by the clergy. The NOK will lead the mourners to graveside. When the casket is placed on the lowering device, the band will stop playing and the escort will order arms and parade rest.

(6) The OIC will remove his hat when the clergyman removes his (see para 1-15c(3)). At the conclusion of the graveside service, and prior to the benediction, the OIC will signal the escort to come to attention and present arms and the appropriate gun salute will be fired at five (5)-second intervals. After the last round has been fired, the escort will order arms. The escort and firing party will remain at attention while the chaplain delivers the final benediction. At the conclusion of the benediction the COT will command "PRESENT ARMS", "FIRING PARTY", "FIRE THREE VOLLEYS." After three volleys, taps will be played. At the completion of taps, the escort will order arms and parade rest. The flag is then folded and presented to the NOK (see para 1-22). When the NOK has departed the gravesite, the COT will move the escort to the dismissal area. In a situation where a false grave (mock up) is used, the casket bearers, after the NOK has departed the gravesite, will move the casket to the actual interment site. The escort officer will escort the next of kin to the vehicle for movement to the place of residence, or reception if one has been planned. Once the next of kin has received the flag the officer in charge will dismiss the troops. When the escort and supporting elements depart gravesite they will not interfere with the departure of the NOK and mourners.

1-26. References:

- a. AR 840-10
- b. AR 600-25.
- c. AR 290-5.

- d. FM 22-5.
- e. TM 10-287
- f. DA Pam 1-1.
- g. TB MED 501
- h. MDW Policy Letter, Subject: Funeral Band Support During Cold Weather, dated 8 November 1974. Policy was officially retained 9 January 1978.
- i. MDW Policy Letter, Subject: Off Post Funeral Support dated 15 January 1981.

Table of Entitlements	ARMED FORCES FULL HONOR	SPECIAL FULL HONOR	FULL HONOR (COMPANY)	FULL HONOR (PLATOON)	FULL HONOR (SQUAD) (2)	MILITARY HONORS
* Former Deputy Secretary of Defense	X					
Former Chairman Joint Chiefs of Staff (not 5-star General or Admiral)	X					
* Assistant Secretary of Defense	X					
* Former Secretary of the Army, Navy or Air Force		X				
Former Chief of Staff, U.S. Army, U.S. Air Force or Chief of Naval Operations		X				
* Under Secretary of the Army, Navy, and Air Force		X				
Four Star General and Admiral		X				
* Assistant Secretary of the Army, Navy, and Air Force		X				
Lt. General, Vice Admiral, Major General, Rear Admiral, Brig. General, Colonel or Captain, U.S. Navy			X			
Officers below the grade of Colonel and Captain, U.S. Navy				X		
Sergeants Major					X	
All other military personnel						X

*Not entitled to burial in any National Cemetery by virtue of this position alone.
See the Act of 14 May 1948 (62 Stat. 234;
34 U.S.C. 281) and AR 290-5

TABLE OF HONORS

Grade, title, or office	Number of guns		Ruffles and flourishes	Music
	Arrival	Departure		
Secretary of Defense	19	19	4	Do.
Secretary of the Army	19	19	4	Do.
Secretary of the Navy or Air Force	19	19	4	Do.
Director of Defense Research and Engineering	19	19	4	Do.
Chairman, Joint Chiefs of Staff	19	19	4	General's or admiral's march as appropriate.
Chief of Staff, United States Army; Chief of Naval Operations; Chief of Staff, United States Air Force; or Commandant of the Marine Corps	19	19	4	Do.
General of the Army, Fleet Admiral, or General of the Air Force	19	19	4	Do.
Chairman of a Committee of Congress	17		4	March.
Assistant Secretaries of Defense and General Counsel of the Department of Defense	17	17	4	Do.
Governor of a Territory or foreign possession within the limits of his jurisdiction	17		4	Do.
Under Secretary of the Army	17	17	4	Do.
Under Secretary of the Navy or Air Force	17	17	4	Do.
General, admirals	17	17	4	General's or admiral's march as appropriate.
Assistant Secretaries of the Army	17	17	4	March.
Assistant secretaries of the Navy or Air Force	17	17	4	Do.
American ambassadors having returned to United States on official business	17		4	Do.
American envoys, American ambassadors having returned to United States but not on official business, or ministers and foreign envoys or ministers accredited to the United States	15		3	Do.
Lieutenant general or vice admiral	15		3	General's or admiral's march as appropriate.
Major general or rear admiral (upper half)	13		2	Do.
American ministers resident and ministers resident accredited to the United States	13		2	March.
American chargés d'affaires and chargés d'affaires accredited to the United States	11		1	Do.
Brigadier general or rear admiral (lower half)	11		1	General's or admiral's march as appropriate.
Consuls general accredited to the United States	11			March.

CHAPTER 2

STATE, OFFICIAL AND SPECIAL MILITARY FUNERALS

2-1. Authority: State, Official and Special Military Funerals are authorized as outlined in DA Pam 1-1.

2-2 Implementation:

- a. Troops required are as outlined and required in DA Pam 1-1.
- b. Procedures to be followed and honors accorded will be as specified in DA Pam 1-1.

CHAPTER 3

ARMED FORCES FULL HONOR FUNERAL

Section I

GENERAL

3-1. Authority: An Armed Forces Full Honor Funeral will be conducted as directed by the Department of the Army for individuals outlined in the table of entitlements, chapter I.

3-2. Coordination: Upon notification of the demise of an individual entitled to an Armed Forces Full Honor Funeral for whom the Army has a primary interest, the Director, Ceremonies and Special Events, MDW, will—

a. Notify the Chief of Staff, MDW.

b. Effect liaison with the Director of the Army Staff, (DAS) Department of the Army, for authorization to conduct the requested military funeral in the Washington, DC area or elsewhere when directed by the Chief of Staff, US Army.

c. Upon receipt of approval from the DAS, alert the following MDW staff elements in order to carry out the responsibilities outlined in the standing operating procedures:

- (1) Deputy Chief of Staff for Personnel.
- (2) Public Affairs Officer.
- (3) Deputy Chief of Staff for Operations, Plans and Security.
- (4) Deputy Chief of Staff for Logistics (Transportation).
- (5) Deputy Chief of Staff for, Resources Management.
- (6) Staff Medical Adviser.
- (7) Staff Chaplain

d. Thereafter, alert and coordinate with the following agencies who may be expected to participate or have an interest in the funeral:

- (1) United States Secret Service (White House Detachment).
- (2) Governmental Departments involved.
- (3) Department of the Army.
 - (a) Director of the Army Staff.
 - (b) Foreign Liaison ACSI.
 - (c) Legislative liaison.

- (4) Chief of Naval Operations.
- (5) Chief of Staff, USAF.
- (6) Commandant, USMC.
- (7) Commandant, USCG.
- (8) Commander, 3d US Infantry (The Old Guard).
- (9) Commanding Officer, The US Army Band (Pershing's Own).
- (10) Commandant, Naval District of Washington (through Aide to the Commandant).
- (11) Commandant, 1100th Air Base Group, USAF (through Office, Director of Plans).
- *(12) Commander, 76th Military Airlift Wing (MAW), Andrews AFB.
- ** (13) Washington National Cathedral, (WNC) Office of the Verger.
- ** (14) St. Matthew's Cathedral, (SMC) Office of the Rector.
- (15) Shrine of the Immaculate Conception.

e. Upon receipt of all pertinent information covering the overall aspect of the ceremony, coordinate with the individual or agencies (3-2a, b, c, d, above) whose participation is required.

3-3 Responsibilities:

a. Director of Ceremonies and Special Events, MDW, will appoint an officer-in-charge to supervise and direct the ceremony.

b. DCSPER, MDW, will--

(1) Notify the aide to the NOK to contact the next of kin of the deceased. (If the deceased was a member of the Marine Corps, Navy, or Air Force, the appropriate service will appoint the aide).

(2) Direct the chaplain, MDW, to delegate a chaplain to assist the aide to the next of kin.

(3) Appoint escort officers as required.

(4) Direct the aide to the next of kin to relay information concerning funeral and administrative arrangements from the next of kin to the representative from the Director of Ceremonies and Special Events MDW.

*Depending upon the location of arrival of the deceased in Washington, DC.

**Depending upon the location of the funeral service.

(5) Arrange travel orders for the aide to the next of kin if required.

(6) Arrange the notification and/or invitation of distinguished guests and honorary pallbearers as received from the next of kin, through the Director, Ceremonies and Special Events.

(7) Upon receipt of the floral registers and cards from the 3d US Infantry (The Old Guard), forward the same to the next of kin.

c. PAO, MDW, will--

(1) Immediately, after the original notice of the funeral has been received, provide information to the press following coordination with the Chief of Public Affairs, Headquarters, Department of the Army. Press will receive information pertinent to funeral arrangements in accordance with the desires of the next of kin.

(2) Prepare public affairs plan.

(3) Coordinate news media coverage of the funeral.

(4) Respond to news media queries concerning details of the funeral.

d. DCSLOG (Transportation), MDW, will obtain transportation as required for--

(1) Escort and participating details.

(2) Immediate family (transportation to report forty-five (45) minutes prior to ceremony and remain with the family until they return to their place of residence).

(3) Distinguished persons.

(4) Honorary pallbearers.

e. DCSRM, MDW, will request from participating organizations the data necessary to compute the cost of the funeral.

f. DCSOPS, MDW, will--

(1) Arrange Armed Forces and civilian police escorts as required.

(2) Prepare and implement traffic control at ceremony sites as required.

g. Staff Medical Adviser, MDW, will coordinate and determine medical support at each ceremony site, utilizing medical personnel and facilities of the armed services and the civilian community if required.

h. 3d US Infantry (The Old Guard), will provide the necessary ceremonial and support troops as required, to include a floral detail.

3-4. Assembly Instructions:

a. Depending upon the request of the next of kin, assembly of troops for the arrival of the deceased will normally take place at Andrews Air Force Base.

b. If the funeral service is to take place in Washington, DC, assembly of troops will take place at Washington National Cathedral, (WNC) Saint Matthew's Cathedral, (SMC) or other church selected by the NOK or family.

3-5. Reporting Time: One (1) hour prior to ceremony time.

3-6. Briefing: A key personnel briefing will be conducted by the MDW ceremonies officer, as required. (Normally the briefing will be conducted during the on-site reconnaissance). The following personnel will attend:

- a. Commander of troops.
- b. Liaison officer 3d US Infantry.
- c. Escort officer for honorary pallbearers. (3d US Infantry).
- d. Military band director. (Funeral service only).
- e. Body bearer OIC.
- f. Firing party NCOIC.
- g. National color NCO.
- h. Personal flag NCO.
- i. Senior medic.
- j. Staff Chaplain's representative.

3-7. Rehearsal: A rehearsal will be coordinated and conducted by the MDW ceremonies officer prior to the ceremony.

Section II

Troop List

3-8. Ceremonial Elements/Staff Elements:

a. Arrival of the deceased at Andrews Air Force Base and movement to repose the escort will consist of:

- (1) 3d US Infantry (The Old Guard).
 - a. Officer in charge, one (1).
 - b. Liaison officer, one (1).
 - c. Noncommissioned officer in charge, one (1).
 - d. Body bearer, one (1) noncommissioned officer.
 - e. Body bearer, one (1) enlisted.

- (2) Marine Barracks: Body bearers, two (2) enlisted.
- (3) Naval District: Body bearers, two (2) enlisted.
- (4) Air Force Honor Guard: Body bearer, one (1) enlisted.
- (5) Coast Guard Honor Guard: Body bearer, one (1) enlisted.
- (6) DCSOPS, MDW:
 - (a) Motorcycle escorts, two (2) from metropolitan police.
 - (b) Armed Forces police escort vehicle, one (1).
- (7) DCSLOG, MDW: Staff car, one (1).
- (8) Funeral home or ANC:
 - (a) Hearse, one (1).
 - (b) Bier (church truck), one (1).
- b. Funeral at Washington National Cathedral (WNC):
 - (1) 3d US Infantry (The Old Guard).
 - (a) Officer in charge, one (1).
 - (b) Liaison officer, one (1).
 - (c) Escort officer for honorary pallbearers, one (1).
 - (d) Honor cordon, one (1) officer in charge.
 - (e) Honor cordon, one (1) noncommissioned officer.
 - (f) Honor cordon, four (4) enlisted personnel with weapons.
 - (g) National color bearer, one (1).
 - (h) Personal flag bearer, one (1) enlisted (if the deceased was Army).
 - (i) Body bearer, one (1) noncommissioned officer.
 - (j) Body bearer, one (1) enlisted.
 - (k) Ushers, one (1) officer in charge.
 - (l) Ushers enlisted as required.
 - (2) United States service band: Army, Marine, Navy or Air Force Band depending on the branch of service of the deceased.

- (3) Marine Barracks:
 - (a) Honor cordon, four (4) enlisted with weapons.
 - (b) National color guard, one (1) enlisted with weapon.
 - (c) Body bearers, two (2) enlisted.
 - (d) Personal flag bearer, one (1) enlisted (if the deceased was Marine).
- (4) Headquarters, Naval District of Washington:
 - (a) Honor cordon, four (4) enlisted with weapons.
 - (b) Body bearers, two (2) enlisted.
 - (c) Personal flag bearer, one (1) enlisted (if the deceased was Navy).
 - (d) National color guard, one (1) enlisted with weapon.
- (5) Air Force Honor Guard:
 - (a) Honor cordon, four (4) enlisted with weapons.
 - (b) Body bearer, one (1) enlisted.
 - (c) Personal flag bearer, one (1) enlisted (if the deceased was Air Force).
- (6) Coast Guard Honor Guard:
 - (a) Honor cordon, four (4) enlisted with weapons.
 - (b) Body bearer, one (1) enlisted.
 - (c) Personal flag bearer, one (1) enlisted (if the deceased was Coast Guard).

(7) DCSOPS, MDW, will provide military police support for parking and coordinate with local police for traffic control.

c. Funeral at Saint Matthew's Cathedral (SMC): The troop commitments are the same as paragraph 3-8e.

d. Funeral at Fort Myer Chapel/Memorial Chapel.

(1) The escort commander is normally the CG, MDW. However, the CG, MDW, may request the appointment of an appropriate escort commander from the service of the deceased.

The following table provides guidelines:

Deceased Is	Escort Commander Is
(a) Army member or civilian dignitary from the table of entitlements (Appendix R)	CG, MDW
(b) Marine Corps member	CO Marine Barracks, WASH DC
(c) Navy member	CMDT, MDW
(d) Air Force member	CDR, 76th ALD, Andrews AFB
(2) 3d US Infantry (The Old Guard):	
(a) Commander of troops: Commander, 3d US Infantry (The Old Guard).	
(b) Company grade officer for the staff, one (1).	
(c) Company commander, one (1).	
(d) Platoon leaders, two (2).	
(e) Platoon sergeants, two (2).	
(f) Massed company, sixty (60) enlisted with weapons.	
(g) Guidon bearer, one (1) enlisted.	
(h) National color bearer, one (1) noncommissioned officer.	
(i) Body bearers, two (2) enlisted.	
(j) Ushers, one (1) officer in charge.	
(k) Escort officer for honorary pallbearers, one (1).	
(l) Ushers enlisted as required.	
(m) Personal flag bearer, one (1) enlisted.	
(3) United States service band: Army, Marine, Navy or Air Force depending on the branch of service of the deceased.	
(4) Marine Barracks:	
(a) Company grade officer for the staff, one (1).	
(b) Company commander, one (1).	

- (c) Platoon leaders, two (2).
 - (d) Platoon sergeants, two (2).
 - (e) Massed company, sixty (60) enlisted with weapons.
 - (f) Guidon bearer, one (1) enlisted.
 - (g) Body bearers, two (2) enlisted.
 - (h) National color guard, one (1) enlisted with weapon.
 - (i) Personal flag bearer, one (1) enlisted (if the deceased was Marine Corps.
- (5) Naval District:
 - (a) Company grade officer for the staff, one (1).
 - (b) Company commander, one (1).
 - (c) Platoon leaders, two (2).
 - (d) Platoon sergeants, two (2).
 - (e) Massed company, sixty (60) enlisted with weapons.
 - (f) Guidon bearers, one (1) enlisted.
 - (g) Personal flag bearer, one (1) enlisted (if the deceased was Navy).
 - (h) Body bearers, two (2) enlisted.
 - (i) National color guard, one (1) enlisted with weapon.
 - (6) 1100th Air Base Group.
 - (a) Company grade officer for the staff, one (1).
 - (b) Company commander, one (1).
 - (c) Platoon leaders, two (2).
 - (d) Platoon sergeants, two (2).
 - (e) Massed company, sixty (60) enlisted with weapons.
 - (f) Guidon bearer, one (1) enlisted.
 - (g) Personal flag bearer, one (1) enlisted (if the deceased was Air Force).
 - (h) Body bearer, one (1) enlisted.

(7) Coast Guard.

(a) Company grade officer for staff, one (1).

(b) Body bearer, one (1) enlisted.

(c) Personal flag bearer, one (1) enlisted (if the deceased was Coast Guard).

(8) Firing party will consist of one (1) noncommissioned officer and seven (7) enlisted personnel. Army, Marine, Navy, or Air Force firing party will be used depending on the service of the deceased.

(9) Salute battery: Will consist of four (4) salute guns from the 3d US Infantry.

(10) Caisson and caparisoned horse from the 3d US Infantry, (if appropriate).

f. Casket transfer at Fort Myer Chapel: The troop commitments are the same as paragraph 3-8e. (app. E2).

g. Casket transfer at Memorial Gate, Arlington National Cemetery: The troop commitments are the same as paragraph 3-8e. (app. H).

3-9. Supernumeraries: Each service will provide one (1) supernumerary without weapon.

3-10. Supporting Elements: (United States Army; 3d US Infantry (The Old Guard):

a. Liaison officer, one (1).

b. Door openers: As required.

c. Umbrella bearers, if the ceremonial troops are carrying or wearing raincoats, a minimum of four (4) will be provided.

d. Marking personnel: As required.

e. Wheelchair bearers/escort personnel for the elderly: As required.

f. Traffic guides: As required.

g. Parking guides: As required.

h. Restraining guards: As required.

Section III

Sequence of Events

3-11. Formation of Troops: The troop formation for each ceremonial site is diagramed in appendices herein.

3-12. Reception of the Deceased:

a. Andrews, AFB.

(1) Superintendent, ANC, will meet the deceased upon arrival and escort the deceased to the receiving vault, ANC, or to a place of repose which may be directed.

(2) The escort will assemble at the administrative building, ANC, with the Superintendent, ANC, one (1) hour before the scheduled arrival of the aircraft.

(3) The escort will be formed as indicated in paragraph 3-8a app. A prior to the arrival of the aircraft.

(4) DCSLOG (Transportation) MDW, will coordinate the arrival time and details for receiving the deceased with the Commander 76th Military Airlift Wing (MAW).

(5) The deceased will be transported with escort either to a civilian mortuary or the receiving vault in ANC. If the deceased is reposed in the receiving vault, the Director of Ceremonies will coordinate with the Superintendent, ANC, and the Commander, 3d US Infantry (The Old Guard), for a guard detail to attend the deceased while in repose.

b. Escort for movement to the funeral service.

(1) If the deceased is reposed in a civilian mortuary, the DCSOPS, MDW, in coordination with the mortician and escort officer, will arrange for movement of the hearse to the cathedral by metropolitan police escort. The body bearers will report to the cathedral one (1) hour prior to the arrival of the deceased.

(2) If the deceased is reposed in the receiving vault, ANC, the Superintendent will arrange with Commander, 3d US Infantry (The Old Guard) and DCSOPS, MDW, for movement to the funeral service. The ANC representative will escort the hearse from the receiving vault to Fort Myer Chapel.

3-13. Funeral Service:

a. Washington National Cathedral:

(1) The officer in charge of the usher detail will coordinate with the protocol officer MDW Ceremonies and Special Events, and the Verger, Washington National Cathedral, to arrange posting the details one (1) hour prior to the funeral.

(2) The floral detail will be operational one (1) hour prior to the arrival of the deceased.

(3) As mourners arrive, they will dismount near the entrance of the Cathedral and will be escorted to their seats by the ushers. The 3d US Infantry will arrange parking of selected vehicles in such manner so they are in the proper order for movement to gravesite after the funeral service.

(4) Fifteen (15) minutes prior to the arrival of the deceased, the officer in charge will form the honor cordon and band as indicated in app. B.

(5) Honorary pallbearers will form as indicated in app. B.

(6) The hearse, upon arrival, will stop opposite the north transcript entrance to the Cathedral. The body bearers will move into position at the rear of the hearse.

(7) When the honor cordon comes to present arms the band will play appropriate honors, followed by a hymn. On the first note of the hymn, the body bearers preceded by the clergy will move the deceased from the hearse and proceed between the ranks of the honor cordon and honorary pallbearers into the cathedral.

(8) Following the funeral service, the honorary pallbearers will move into position outside the church in formation identical to that used for the arrival. The honor cordon will come to attention. The body bearers will move the deceased from the church and halt. The honor cordon will present arms and the band will play appropriate honors followed by a hymn. On the first note of the hymn, the body bearers will move the deceased to the hearse preceded by the clergy and followed by the family. The band will stop playing when the casket has been secured in the hearse. The 3d US Infantry will form the motorcade for movement to interment, (app. D).

(9) As soon as the motorcade is formed, the officer in charge will give the signal to begin movement to the gravesite.

(10) The floral detail will load the floral tributes into the vehicle and proceed direct gravesite.

b. Saint Matthew's Cathedral. The ceremony at Saint Matthew's Cathedral is similar to that at Washington National Cathedral except:

(1) Seating arrangements will be coordinated with the Rector, Saint Matthew's Cathedral.

(2) The honor cordon will form to flank the route from Cathedral to hearse only for departure from the funeral service, (app. C).

c. Fort Myer Chapel.

(1) The officer in charge of the usher detail, in coordination with the MDW protocol officer and the Post Chaplain, Fort Myer will complete the seating arrangements at the chapel, to include posting the detail prior to the arrival of the deceased.

(2) The Commanding Officer, Fort Myer, will prepare and implement the traffic control plan.

(3) Commander, 3d US Infantry (The Old Guard) will prepare and implement the parking plan.

(4) The family will be escorted to the family room by the ushers as they arrive.

(5) The floral detail will begin operation at the chapel one (1) hour prior to the arrival of the deceased.

(6) The honorary pallbearers will be positioned as indicated in app. E.

(7) The caisson will remain in position until signaled by the OIC, replacing the hearse in front of the chapel.

(8) The hearse will be controlled so that it arrives at the chapel just prior to the funeral service.

(9) When the hearse has halted, the body bearers will move into position to the rear of the hearse. On signal from the OIC, the escort will present arms and the band will play appropriate honors followed by a hymn. The deceased will be moved from the hearse preceded by the clergy through the ranks of the honorary pallbearers into the chapel. The band will stop playing after the deceased has entered the chapel. The escort will order arms and come to at ease.

(10) The caisson and caparisoned horse will be moved in front of the chapel before the end of the funeral service.

(11) Following the funeral service, the honorary pallbearers will again form flanking the entrance of the chapel.

(12) The body bearers will move the casket from the chapel and halt outside. The escort will present arms and the band will play appropriate honors followed by a hymn. On the first note of the hymn, the body bearers will carry the deceased through the honorary pallbearers to the caisson, preceded by the clergy and followed by the family. When the casket has been secured on the caisson, the band will stop playing and the escort will order arms.

(13) The family, honorary pallbearers, and other mourners will then move to their vehicles. The clergy will move into position in front of the caisson, and when all persons are in position, the commander of troops will march the procession to the gravesite.

d. Casket transfer at Memorial Gate entrance, ANC.

(1) This ceremony will take place when the deceased arrives from out of town or from a funeral service in Washington, DC. Upon completion of the transfer, the procession will move to gravesite.

(2) Escort elements will be assembled and moved into position (app. H) ten (10) minutes prior to the arrival of the deceased. The escort will be comprised of the elements listed in paragraph 3-8f.

(3) The caisson and a caparisoned horse will be drawn into position prior to the arrival of the motorcade, (app. H).

(4) As the motorcade arrives, the vehicles will be parked as indicated in (app. H).

(5) The clergy and honorary pallbearers will dismount for the ceremony; the family and other participants should remain in their vehicles.

(6) On signal from the OIC, the escort will present arms and the band will play appropriate honors followed by a hymn. On the first note of the hymn, the body bearers will transfer the casket from the hearse to the caisson. When the transfer is complete, the band will stop playing and the escort will order arms. Participants will mount their vehicles for the procession to gravesite.

(7) On the signal the OIC, the commander of troops will begin the procession.

e. Casket transfer at Fort Myer Chapel. The ceremony sequence is the same as the Memorial Gate transfer; however, the participating elements are positioned as indicated in app. E-2.

3-14. Funeral Procession to Gravesite:

a. The procession, regardless of place of origin, will proceed at slow cadence along the designated route to the gravesite. The band will play at appropriate intervals along the route.

b. Upon arriving at the gravesite, the escort elements will take a position in full view of the gravesite (app. O) if practical. It may be necessary to use the right squad of each platoon only at gravesite. The caisson will halt opposite the carpet leading to the grave. Vehicles will halt as indicated in app. O.

3-15. Gravesite Ceremony:

a. Participating personnel not moving with the procession will be in position at the gravesite fifteen (15) minutes prior to the arrival of the procession, (app. O).

b. Upon the arrival of the procession, participating personnel will take positions indicated in app. O. The OIC will brief the chaplain on the route from curbside to the gravesite.

c. On the signal from the OIC the escort will present arms, and the band will play appropriate honors followed by a hymn. On the first note of the hymn, the body bearers preceded by the clergy will move the casket to gravesite. As soon as the casket has passed through the ranks of the honorary pallbearers, they will close to the center and proceed to the gravesite. The family group, distinguished persons, and mourners will follow the honorary pallbearers to gravesite for the interment service, (app. O).

d. As soon as the family and casket are in position, the band will stop playing and the escort will come to order arms and parade rest. The caisson will be dismissed.

e. The clergy will conduct the interment service.

f. At the conclusion of the committal service and prior to the benediction, the escort will present arms, while the appropriate gun salute is fired at five (5) second intervals. After the last round of the gun salute, the escort will order arms and the clergy will deliver the benediction. When the benediction is complete, the escort will again present arms for three volleys of musketry by the firing party and taps by the bugler. The escort will order arms and come to parade rest after taps, and the body bearers will fold the interment flag while the band plays an appropriate hymn. The flag is passed to the officer in charge, who in turn will present the flag to the escort commander, who will present the flag to the next of kin or the person designated by the next of kin.

g. The escort officer will escort the next of kin to the vehicle for movement to the place of residence, or reception if one has been planned. Once the next of kin has received the flag, the officer in charge will dismiss the troops.

h. When the escort and supporting elements depart gravesite they will not interfere with the departure of the NOK and mourners.

Section IV

3-15

Armed Forces Full Honor Funeral
Washington National Cathedral/
Saint Matthew's Cathedral

[illegible]

Ceremonial and Support Troop Checklist
Armed Forces Full Honor Funeral
Ft. Myer Chapel/Memorial Chapel

Section VI

DUTY	USA			USMC			USN			USAF			USCG			TOTAL		
	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP
COT	1															1		
Staff	1			1			1			1			1			5		
Company Commanders	1			1			1			1						4		
Platoon Leaders	2			2			2			2						8		
Platoon Sergeants		2			2			2			2						8	
Guidon Bearer			1			1			1			1						4
4 Massed Co (6x10)			60			60			60			60						240
Total Massed Company																		
66 Personnel																		
LNO	1															1		
National Color		1															1	
National Color Guards						1			1									2
** Personal Flag			1															1
Body Bearers	1	1	1			2			2			1			1	1	1	7
** Firing Party		1	7														1	7
** Service Band																		
** Bugler			1															1
Supernumerary			1			1			1			1						4
Escort Officer																		
Honoraries	1															1		
* Ushers	1		*													1		*
Caisson		1	3														1	3
* Cap Horse			1															1
* As required																		
** Depending on the branch of service of the deceased																		

Ceremonial and Support Troop Checklist
Armed Forces Full Honor Funeral
Ft. Myer Chapel/Memorial Chapel
(continued)

[illegible]

CHAPTER 4

SPECIAL FULL HONOR FUNERAL

Section I

GENERAL

4-1. Authority: A Special Full Honor Funeral will be conducted when directed by the Department of the Army for individuals outlined in the table of entitlements, chapter 1.

4-2. Coordination: Upon notification of the demise of an individual entitled to a special full honor funeral, for whom the Army has a primary interest, the Director, Ceremonies and Special Events, MDW, will:

- a. Notify the Chief of Staff, MDW.
- b. Effect liaison with the Director of the Army Staff (DAS), for authorization to conduct the requested military funeral in the Washington, DC area or elsewhere when directed by the DAS.
- c. Upon receipt of approval from the DAS, alert the following offices of MDW, to be prepared to carry out their responsibilities outlined in these standing operating procedures.
 - (1) Deputy Chief of Staff, Personnel.
 - (2) Public Affairs Officer.
 - (3) Deputy Chief of Staff, Operations.
 - (4) Deputy Chief of Staff, Logistics (Transportation).
 - (5) Deputy Chief of Staff, Resources Management.
 - (6) Staff Medical Adviser.
- d. Thereafter, alert and coordinate with the agencies who might be expected to participate or have an interest in the following funeral:
 - (1) United States Secret Service (White House Detachment).
 - (2) Governmental departments involved.
 - (3) Department of the Army.
 - (a) Director of the Army Staff.
 - (b) Foreign Liaison, ACSI.
 - (c) Legislative Liaison.
 - (4) Commander, 3d US Infantry (The Old Guard).

(5) Leader and Commander, The United States Army Band (Pershing's Own).

* (6) CO, 76th Military Airlift Wing (MAW), Andrews, AFB.

e. Upon receipt of all pertinent information, covering the overall aspect of the ceremony, notify the individuals or agencies (paragraph 4-2a, b, c, d) whose participation is required.

4-3. Responsibilities:

a. The Director of Ceremonies and Special Events, MDW, will appoint an officer in charge from the Directorate of Ceremonies and Special Events, MDW, to supervise and direct the ceremony.

b. PAO, MDW, will—

(1) Immediately after the original notice of the funeral has been received, provide information to the press following coordination with Chief of Public Affairs, Headquarters, Department of the Army. Press will receive information pertinent to funeral arrangements in accordance with the desires of the next of kin

(2) Prepare public affairs plan if required.

(3) Coordinate news media coverage of the funeral ceremonies.

(4) Respond to news media inquiries concerning details of the funeral.

c. DCSLOG (Transportation), MDW, will obtain transportation as required for:

(1) Escort and participating details.

(2) Immediate family (transportation will report forty-five (45) minutes prior to the ceremony and remain with the family until they return to their local place of residence).

(3) Distinguished persons.

(4) Honorary pallbearers.

d. DCSOPS, MDW, will—

(1) Arrange armed forces and civilian police escorts as required.

(2) Prepare and implement traffic control at ceremony site as required.

e. Staff Medical Adviser, MDW, will coordinate and determine medical support at each ceremony site.

*Depending upon place of arrival of the deceased in Washington, DC.

4-4. Assembly Instructions: These instructions will only address assembly at the Fort Myer Chapel or Memorial Chapel. Casket transfers are addressed in chapter 14. Troops will assemble in the parking lot at the Fort Myer Chapel or Memorial Chapel. The troop formation for a Special Full Honor Funeral is identical to that of an Armed Forces Full Honor Funeral as shown in app. E and F. The Special Full Honor Funeral, however, is conducted entirely by the branch of service of the deceased. These standard operating procedures will refer to Army elements only. Refer to sections II and IV, for the appropriate Army troop list and troop formation.

4-5. Reporting Time: One (1) hour prior to ceremony time.

4-6. Briefing: A key personnel briefing will be conducted by the MDW ceremonies officer as required (normally the briefing will be conducted during the on site reconnaissance). The following personnel will attend:

- a. Commander of troops.
- b. Liaison Officer 3d US Infantry.
- c. Escort officer for honorary pallbearers.
- d. Military band director.
- e. Body bearer OIC.
- f. Firing party NCOIC.
- g. National color NCO.
- h. Personal flag NCO.
- i. Senior medic.

4-7. Rehearsal: A rehearsal will be coordinated and conducted by the MDW ceremonies officer prior to the ceremony as required.

Section II

Troop List

4-8. Ceremonial Elements: (United States Army 3d US Infantry (The Old Guard) and the United States Army Band (Pershing's Own).

- a. 3d US Infantry (The Old Guard).
 - (1) Officer-in-charge (OIC).
 - (2) Commander of troops (COT): Field grade officer.
 - (3) Staff: Three (3) company grade officers.
 - (4) The United States Army Band (Pershing's Own).
 - (5) NCOIC: One (1) senior NCO (E-8 or E-9).

- (6) Companies four (4) (6X10), each to consist of:
 - (a) Company commander, one (1).
 - (b) Guidon bearer: One (1) enlisted.
 - (c) Platoon leaders: Two (2) company grade officers.
- (7) Color detail:
 - (a) National color bearer: One (1) NCO.
 - (b) Color guards: Two (2) enlisted.
- (8) Personal flag bearer: One (1) enlisted.
- (9) Body bearers: One (1) NCOIC and seven (7) enlisted.
- (10) Firing party: One (1) NCOIC and seven (7) enlisted (positioned at gravesite).
- (11) Caisson detail: One (1) NCOIC, three (3) enlisted.
- (12) Salute battery: One (1) OIC, two (2) NCOIC, twelve (12) enlisted.
- (13) Caparisoned horse: One (1) enlisted.
- (14) Ushers
 - (a) Officer in charge One (1).
 - (b) Enlisted ushers as required.
- (15) Escort officer for honorary pallbearers, one (1).
- b. The US Army Band (Pershing's Own).
 - (1) Funeral Band: Twenty-four (24) to thirty two (32) pieces.
 - (2) Bugler: One (1) enlisted, positioned at gravesite.

4-9. Supporting Elements: (United States Army; 3d US Infantry (The Old Guard).

- a. Liaison officer, one (1).
- b. Wheelchair bearers/escort personnel for the elderly: As required.
- c. Marking personnel: As required.
- d. Restraining guards: As required.
- e. Traffic guides: As required.

f. Parking guides: As required.

g. Umbrella bearers: If ceremonial troops are carrying or wearing raincoats, a minimum of four (4) will be provided.

Section III

Sequence of Events

4-10. Sequence of Events: The sequence is the same as indicated in chapter 3, section III, paragraph 3-13c.

Ceremonial and Support Troop Checklist
 ** Special Full Honor Funeral

DUTY	CO			CO			CO			CO			TUSAB			TOTAL		
	USA			USA			USA			USA								
	0	NCO	EP	0	NCO	EP	0	NCO	EP	0	NCO	EP	0	NCO	EP	0	NCO	EP
COT	1															1		
Staff (Company Grade)	3															3		
Company Commanders	1			1			1			1						4		
Platoon Leaders	2			2			2			2						8		
Platoon Sergeants		2			2			2			2						8	
Guidon Bearer			1			1			1			1						4
4 Massed Co (6x10)			60			60			60			60						240
Total Massed Company																		
66 Personnel																		
LNO	1															1		
National Color		1															1	
National Color Guards			2															2
Personal Flag			1															1
Body Bearers	1	1	7													1	1	7
Firing Party		1	7														1	7
TUSAB																		
Bugler															1			1
Supernumerary			1			1			1			1						4
Escort Officer																		
Honoraries	1															1		
Ushers	1		*													1		*
Caisson		1	3														1	3
Cap Horse			1															1
* As required																		
** Depending on the branch of service of the deceased																		

CO CO CO CO

4-7

CHAPTER 5

FULL HONOR FUNERAL (COMPANY)

Section I

GENERAL

5-1. Authority: A Full Honor Funeral (company) will be conducted as directed by the Department of the Army for individuals outlined in the table of entitlements, chapter 1.

5-2. Coordination.

a. Normally the Superintendent, ANC, will be the first to receive notification of the demise of an individual in the above category in the form of a request for interment from the next of kin, a funeral director, or an Army headquarters. The request will be processed to include determination of the type of funeral service desired and method of arrival in the Washington area.

b. Superintendent, ANC, will notify Director of Ceremonies and Special Events, in the event of funeral services for a general officer or a dependent of a general officer.

c. Director of Ceremonies and Special Events will notify the following offices, if required:

- (1) Public Affairs Officer.
- (2) Deputy Chief of Staff, Operations.
- (3) Deputy Chief of Staff, Logistics.
- (4) Staff Medical Adviser.

5-3. Responsibilities:

a. Director of Ceremonies and Special Events, MDW, will appoint an officer-in-charge to supervise and direct the ceremony in the case of a general officer.

b. PAO, MDW, will respond to inquiries concerning details of the funeral, as required.

c. DCSLOG, (Transportation), MDW, will obtain transportation as required for:

(1) Immediate family transportation to report forty-five (45) minutes prior to the ceremony and remain with the family until they return to their place of residence.

(2) Honorary pallbearers.

d. DCSOPS, MDW, will—

- (1) Arrange Armed Forces and civilian police escorts as required.
- (2) Prepare and implement traffic control at ceremony sites as required.

e. Staff Medical Adviser, MDW, will coordinate and determine medical support at each ceremony site.

5-4. Assembly Instructions: These instructions will only address assembly at the Fort Myer Chapel or Memorial Chapel. Casket transfers are addressed in chapter 14. Troops will assemble in the parking lot at either the Fort Myer Chapel or Memorial Chapel. The troop formation will form as indicated in app. E-3 and F-2. Refer to section II and IV this chapter for appropriate troop list.

5-5. Reporting Time: Thirty (30) minutes prior to ceremony time.

5-6. Briefing: A key personnel briefing will be conducted by the MDW ceremonies officer, as required (normally the briefing will be conducted during the on site reconnaissance). The following personnel will attend:

- a. Commander of troops.
- b. Liaison officer 3d US Infantry.
- c. Escort officer for honorary pallbearers.
- d. Military band director.
- e. Body bearer NCOIC.
- f. Firing party NCOIC.
- g. Personal flag bearer.
- h. Senior medic.

5-7. Rehearsal: A rehearsal will be conducted or coordinated by the MDW ceremonies officer prior to the ceremony as required.

Section II

Troop List

5-8. Ceremonial Elements: United States Army, (3d US Infantry (The Old Guard) and The United States Army Band, (Pershing's Own)).

- a. 3d US Infantry (The Old Guard):
 - (1) Officer in charge (OIC).
 - (2) Noncommissioned officer in charge (NCOIC): One (1) senior NCO (E6 - E8).
 - (3) Commander of troops (COT): One (1) company grade officer.
 - (4) Guidon bearer: One (1) enlisted.
 - (5) Platoon sergeant: Two (2) NCO's (E5 - E7).

(6) Platoons: Two (2) platoons to consist of three (3) squads of six (6) enlisted personnel each.

(7) Color guard: One (1) NCO - national color bearer; one (1) enlisted - 3d US infantry color bearer; two (2) enlisted - color guards.

(8) Personal flag bearer: One (1) NCO).

(9) Body bearers: One (1) NCO and seven (7) enlisted.

(10) Firing party: One (1) NCO and seven (7) enlisted. (positioned at gravesite).

(11) Caisson detail: One (1) NCOIC, three (3) enlisted.

(12) Salute battery: One (1) OIC, two (2) NCOIC, twelve (12) enlisted.

(13) Caparisoned horse: One (1) enlisted.

(14) Escort officer for honorary pallbearers, one (1).

b. The US Army Band (Pershing's Own):

(1) Funeral band: US Army Band, twenty four (24) to thirty two (32) pieces.

(2) Bugler: One (1) enlisted.

5-9. Supporting Elements. (3d US Infantry (The Old Guard)):

a. Liaison officer, one (1).

b. Wheelchair bearers/escort personnel for the elderly: As required.

c. Marking detail: As required.

d. Restraining guards: As required.

e. Traffic guides: As required.

f. Parking guides: As required.

g. Umbrella bearers: If ceremonial troops are carrying or wearing raincoats, a minimum of four (4) will be provided.

h. Ushers: As required.

Section III

Sequence of Events

5-10. Sequence of Events: The sequence of events is the same as indicated in chapter 3, section III, para 3-13c. However, honors will be rendered according to the rank of the deceased.

Ceremonial and Support Troop Checklist
Full Honor Funeral (Company)

Section IV		PLT			PLT			TUSAB									TOTAL		
DUTY	USA			USA			TUSAB												
	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	
COT (Company Grade)	1															1			
Platoon Sergeants		1			1												2		
Guidon Bearer			1															1	
2 Platoons (3x6)			18			18												36	
Total platoon formation																			
32 personnel																			
LNO	1															1			
Color Guard to consist of																			
a. National Color Bearer			1															1	
b. 3d Inf Color Bearer			1															1	
c. Color Guards			2															2	
* Personal Flag		1															1		
Body Bearers	1	1	7													1	1	7	
TUSAB							1			24 32								24 32	
Bugler										1								1	
Supernumerary			1			1												2	
* Escort Officer																			
Honoraries	1															1			
* Ushers	*		*													*		*	
Caisson		1	3														1	3	
Cap Horse			1															1	
* Salute Battery	1	2	12													1	2	12	
Firing Party		1	7														1	7	
* As required																			

PLT PLT

5-5

CHAPTER 6

FULL HONOR FUNERAL (PLATOON)

Section I

GENERAL

6-1. Authority: A Full Honor Funeral (Platoon) will be conducted as directed by the Department of the Army for individuals outlined in the table of entitlements, chapter 1.

6-2. Coordination: Same as chapter 5.

6-3. Responsibilities: Same as chapter 5.

6-4. Assembly Instructions: Same as chapter 5. The troop formation will form as indicated in appendixes E-3 and F-2, (minus one (1) platoon). Refer to sections II and IV for appropriate troop list and troop formation.

6-5. Reporting Time: Same as chapter 5.

6-6. Briefing: Same as chapter 5.

6-7. Rehearsal: Same as chapter 5.

Section II

Troop List

6-8. Ceremonial Elements: (United States Army, 3d Infantry (The Old Guard) and the United States Army Band (Pershing's Own))

a. 3d US Infantry (The Old Guard):

- (1) Officer-in-charge (OIC).
- (2) Noncommissioned officer-in-charge (NCOIC).
- (3) Commander of troops (COT): One (1) company grade officer.
- (4) Guidon bearer: One (1) enlisted.
- (5) Platoon sergeant: One (1) (E-5 - E-7).
- (6) Platoon: One (1) platoon to consist of three (3) squads of six (6) enlisted personnel each.
- (7) Color guard: One (1) NCO - national color bearer; one (1) enlisted - 3d US Infantry color bearer; and two (2) enlisted color guards.
- (8) Body bearers: One (1) NCO and seven (7) enlisted.
- (9) Firing party: One (1) NCO and seven (7) enlisted. (positioned at gravesite).

(10) Caisson detail: One (1) NCOIC, three (3) enlisted.

(11) Escort officer for honorary pallbearers, one (1).

b. The US Army Band (Pershing's Own):

(1) Funeral band: US Army Band, twenty-four (24) to thirty-two (32) pieces.

(2) Bugler: One (1) enlisted.

6-9. Supporting Elements: Same as in chapter 5.

Section III

Sequence of Events

6-10. Sequence of Events: The sequence of events is the same as indicated in chapter 3, Section III, paragraph 3-13c. However, honors will be rendered according to the rank of the deceased.

Ceremonial and Support Troop Checklist
Full Honor Funeral (Platoon)

Section IV

PLT

DUTY	USA			TUSAB									TOTAL		
	O	NCO	EP	O	NCO	EP							O	NCO	EP
COT (Company Grade)	1												1		
Platoon Sergeant		1												1	
Guidon Bearer			1												1
1 Platoon (3x6)			18												18
Total Platoon formation															
23 personnel															
LNO	1												1		
Color Guard to consist of															
a. National Color Bearer			1												1
b. 3d Inf Color Bearer			1												1
c. Color Guards			2												2
Body Bearers	1	1	7										1	1	7
TUSAB					1	24 32								1	24 32
Bugler						1									1
Supernumerary			1												1
Escort Officer															
Honoraries	1												1		
* Ushers															
Caisson		1	3											1	3
* Marking Detail															
* Wheelchair Bearers															
* Umbrella Bearers															
* Traffic Guides		1	*											1	*
* Parking Guides		1	*											1	*
Restraining Guards		1	*											1	*
Firing Party		1	7											1	7

* As required

CHAPTER 7

FULL HONOR FUNERAL (SERGEANT MAJOR)

Section I

GENERAL

7-1. Authority: A Full Honor Funeral (Sergeant Major) will be conducted as directed by the Department of the Army for individuals outlined in the table of entitlements, chapter 1.

7-2. Coordination: Same as in chapter 5.

7-3. Responsibilities: Same as in chapter 5.

7-4. Assembly Instructions: Same as in chapter 5. The troop formation will form as indicated in app. E-4 and F-3. However the troop formation will consist of two (2) squads of eight (8) personnel. Refer to sections II and IV for appropriate troop list and troop formation.

7-5. Reporting Time: Same as in chapter 5.

7-6. Briefing: Same as in chapter 5. However, the Sergeant Major, MDW Ceremonies, will conduct the briefing as required.

7-7. Rehearsal: Same as in chapter 5.

Section II

Troop List

7-8. Ceremonial Elements: Will be from the 3d US Infantry (The Old Guard) and the United States Army Band (Pershing's Own)).

a. 3d US Infantry (The Old Guard):

(1) Noncommissioned officer-in-charge (NCOIC): one (1) senior NCO (E-6 - E8).

(2) Commander of troops (COT): One (1) senior NCO (E-6 - E-7).

(3) Formation: Two (2) squads to consist of eight (8) enlisted each.

(4) National color guard: One (1) NCO - national color bearer; one (1) enlisted person - 3d US Infantry color bearer; and two (2) enlisted color guards.

(5) Body bearers: One (1) NCO and five (5) enlisted.

(6) Firing party: One (1) NCO and seven (7) enlisted (positioned at gravesite).

(7) Escort NCO for honorary pallbearers, one (1).

- 8) Caisson detail: One (1) NCOIC, three (3) enlisted.
- b. The US Army Band (Pershing's Own):
 - (1) Drummer: One (1) enlisted.
 - (2) Bugler: One (1) enlisted, prepositioned at gravesite.

7-9. Supporting Elements: (United States Army, 3d US Infantry (The Old Guard)): Same as in chapter 5.

Section III

Sequence of Events

7-10. Sequence of Events: The sequence of events is the same as indicated in chapter 3, section III, paragraph 3-13c. However, honors will be rendered according to the rank of the deceased.

Ceremonial and Support Troop Checklist
Full Honor Funeral (Sergeant Major)

Section IV

DUTY	USA			TUSAB												TOTAL		
	O	NCO	EP	O	NCO	EP										O	NCO	EP
COT		1														1		
NCOIC		1														1		
2 Squads (2x8)			16														16	
LNO		1														1		
Color Guard to consist of																		
a. National Color Bearer			1														1	
b. 3d Inf Color Bearer			1														1	
c. Color Guards			2														2	
Body Bearers		2	5													2	5	
Drummer						1											1	
Bugler						1											1	
Supernumerary			1														1	
* Escort NCO																		
Honoraries		1														1		
* Ushers																		
Caisson		1	3													1	3	
* Marking Detail																		
* Wheelchair Bearers																		
* Umbrella Bearers																		
* Traffic Guides		1	*													1	*	
Parking Guides		1	*													1	*	
Restraining Guards		1	*													1	*	
Firing Party		1	7													1	7	
* As required																		

CHAPTER 8

ARMY HONOR FUNERAL

Section I

GENERAL

8-1. Authority: An Army Honor Funeral will be conducted as directed by the Department of the Army for individuals outlined in the table of entitlements, chapter 1, or as directed by proper authority. (8-8a(1)).

8-2. Coordination: Same as in chapter 5.

8-3. Responsibilities: Same as in chapter 5.

8-4. Assembly Instructions: Same as in chapter 5. The troop formation will form as indicated in app. E-4 and F-3. Refer to sections II and IV this chapter for appropriate troop list.

8-5. Reporting Time: Same as in chapter 5.

8-6. Briefing: Same as in chapter 5.

8-7. Rehearsal: Same as in chapter 5.

Section II

Troop List

8-8. Ceremonial Elements: (United States Army, 3d US Infantry (The Old Guard) and the United States Army Band (Pershing's Own)):

a. 3d US Infantry (The Old Guard):

(1) Officer-in-charge (OIC): One (1) company grade officer in the case of an officer's funeral.

(2) Noncommissioned officer-in-charge: One (1) senior NCO (E-6 - E-8) in the case of an enlisted funeral.

(3) Body bearers: One (1) NCO and five (5) enlisted.

(4) Firing party: One (1) NCO and seven (7) enlisted.

b. The US Army Band (Pershing's Own): Bugler: One (1) enlisted, prepositioned at gravesite.

8-9. Supporting Elements: Same as in chapter 5 (as required).

Section III

Sequence of Events

8-10. Sequence of Events:

a. When the escort (firing party) and all participants are in position in front of the chapel, the signal to proceed will be given by the ANC representative. The OIC/NCOIC will signal for the escort to come to attention. The OIC/NCOIC will then signal the hearse to move into position.

b. On the signal from the OIC/NCOIC, the body bearers move to the rear of the hearse and the escort will present arms. The body bearers will move the casket from the hearse preceded by the clergy and place it on a church truck inside the chapel. In the case of a catholic mass, the escort will move off to the adjacent parking lot where the escort will be placed at ease. On a signal from the OIC/NCOIC, the escort will march back into position in front of the chapel.

c. At the conclusion of the funeral service, the body bearers secure the casket, and the escort will then present arms. When the casket is secured in the hearse, the escort will order arms and parade rest.

d. After the casket has been secured and all is ready, the escort will depart to the gravesite ahead of the motorcade. When the procession has arrived at gravesite the ANC representative will indicate when all is ready, the escort (firing party) will present arms. The body bearers will move the casket from the hearse to gravesite, preceded by the clergy. The NOK will lead the mourners to graveside. When the casket has been placed on the lowering device, the escort will order arms and come to parade rest.

e. The OIC/NCOIC will remove his hat when the clergy removes his for the prayer (see para 1-15e (3)). At the end of the final benediction, the OIC/NCOIC will signal to the escort (firing party) commander to fire three volleys. After the three volleys, taps will be played. At the completion of taps, the escort will order arms and come to parade rest. The flag is then folded and presented to the OIC/NCOIC, who in turn presents the flag to the military chaplain or in the case of civilian clergy, the NOK. In a situation where a false grave (mock up) is used, the body bearers, after the NOK has departed the gravesite, will move the casket to the actual interment site. The escort officer or escort NCO will escort the next of kin to the vehicle for movement to the place of residence, or reception if one has been planned. Once the next of kin has received the flag the officer in charge will dismiss the troops. When the escort and supporting elements depart gravesite they will not interfere with the departure of the NOK and mourners.

Section IV

8-3

CHAPTER 9

MULTIPLE INTERMENTS

Section I

GENERAL

9-1. Authority: A multiple interment is conducted for two (2) or more military personnel or members of the same family. A multiple interment is a complex funeral regardless of the level of support required. The most common multiple interment is the double interment, where the deceased is a service member and receives military honors and the other is a dependent and does not. The double interment procedure herein will be used as a guide for the conduct of this funeral. (Honors will be rendered according to the rank of the deceased).

9-2. Coordination: Same as in chapter 5.

9-3. Responsibilities: Same as in chapter 5.

9-4. Assembly Instructions: Same as in chapter 5.

9-5. Reporting Time: Same as in chapter 5.

9-6. Briefing: Same as in chapter 5.

9-7. Rehearsal: Same as in chapter 5.

Section II

Troop List

9-8. Ceremonial Elements: Will be from the 3d US Infantry (The Old Guard) and The United States Army Band (Pershing's Own). Each unit will provide the necessary personnel according to the rank of the deceased. (See appropriate chapter).

a. 3d US Infantry (The Old Guard) will provide an additional casket team.

b. Body bearer team A: One (1) NCO and five (5) enlisted. Body bearer team B: One (1) NCO and five (5) enlisted, eight (8) personnel may be used if desired.

c. OIC/NCOIC of the body bearers depending on the rank of the deceased.

9-9. Supporting Elements: Same as in chapter 5 (as required).

Section III

Sequence of Events

9-10. Sequence of Events: When the escort and all participants are in position, the signal to proceed will be given by the ANC representative. Two (2) body bearer teams will be positioned at the ceremony site. The OIC will first signal the hearse bearing the deceased service member into position in front of the chapel. The OIC will then signal the hearse bearing the dependent into position to the right of the first hearse. The hearse bearing the

service member will always be nearest the chapel. On the signal from the OIC, team A moves to the rear of the hearse containing the service member, and team B moves to the rear of the hearse bearing the dependent. On the first note of the hymn, both body bearer teams secure the caskets simultaneously. Team A precedes team B into the chapel. The OIC follows the casket carried by team A (containing the service member). During the chapel service, the OIC will dismiss the hearse that carried the service member. The OIC will then signal the caisson into position in front of the chapel. When the caisson is in position, the OIC will signal the hearse that carried the dependent into position behind the caisson. At the conclusion of the chapel service, team A precedes team B from the chapel. The escort will present arms on the signal from OIC, caskets will move from the chapel on the first note of the hymn. Team A will move to the caisson and team B moves to the hearse. The OIC follows the casket carried by team A. When both caskets have been secured, the escort will order arms. Team A moves into position beside caisson and team B moves into position behind the hearse. The body bearer teams will march to the gravesite in these positions. When the funeral procession arrives at gravesite and the superintendent signals that all is ready, the escort will present arms and both caskets are moved simultaneously on the first note of the hymn. Team A precedes team B. At the grave both are placed on the lowering devices at the same time. Team A will place its casket nearest to the NOK. After the caskets have been placed on the lowering device, the escort will order arms and the body bearers will move to a position at the foot of their respective caskets, halt and face about. During honors the NCOIC's of the body bearers render the hand salute. Body bearers will remain at the position of attention during the gravesite service. At the conclusion of taps, team A will move back into position beside the casket, secure the flag and fold it. After the flag is presented to the OIC, team A will face team B and both teams will move from the gravesite team A will lead team B from the gravesite.

NOTE: In cases where there are more than two (2) deceased, the procedure for the double interment will be modified to meet the situation. However, the general principles that apply to military honors and flag etiquette will be followed. In a situation where a false grave (mock up) is used, the body bearers, after the NOK has departed the gravesite, will move the casket to the actual interment site. The escort commander will escort the next of kin to the vehicle or reception if one has been planned. Once the next of kin has received the flag the officer in charge will dismiss the troops. When the escort and supporting elements depart gravesite they will not interfere with the departure of the NOK and mourners.

CHAPTER 10

DEPENDENT FUNERAL

Section I

GENERAL

10-1. Authority: Dependent funerals are conducted in ANC for the spouse or a minor dependent or an entitled service member who may or may not preceded them in death.

a. There are no military honors in connection with this funeral.

b. An officer or NCO will be assigned to assist the ANC representative and the chaplain in the conduct of the funeral, dependent upon the rank of the entitled service member. Body bearers will transfer the deceased from the hearse to the chapel and/or to gravesite.

c. military chaplain will conduct the funeral service, when requested by the NOK.

10-2. Coordination: Same as in chapter 5.

10-3. Responsibilities: Same as in chapter 5.

10-4. Assembly Instructions: The body bearers will form at the appropriate place, chapel or gravesite. Refer to appendix M.

10-5. Reporting Time: Same as in chapter 5.

10-6. Briefing: OIC/NCOIC of the body bearers will conduct the briefing. If MDW participation is required, chapter 5, paragraph 5-6 will be followed.

10-7. Rehearsal: As required.

Section II

Troop List

10-8. Ceremonial Elements: Will be from the 3d US Infantry (The Old Guard).

a. 3d US Infantry (The Old Guard):

(1) Officer-in-charge (OIC): One (1) company grade officer in the case of a dependent of a general officer.

(2) OIC or NCOIC: Company grade officer of officer's dependents or senior noncommissioned officer for dependents of enlisted.

(3) Body bearers: One (1) NCOIC and five (5) enlisted.

(4) Military chaplain: As required.

10-9. Supporting Elements: Same as in chapter 5 (as required).

Section III

Sequence of Events

10-10. Sequence of Events:

a. Chapel service:

(1) The hearse will be brought forward on the signal from the OIC/NCOIC.

(2) The body bearers will move the casket from the hearse, preceded by the clergy to the chapel, and place the casket on a church truck in the chapel narthex. The chapel ushers will place the casket in front of the altar.

(3) When the service is completed, the ushers will return the casket to the narthex and the body bearers will move the casket from the chapel to the hearse, and move directly to gravesite, to be in position prior to the arrival of the procession.

b. Gravesite Service: The OIC/NCOIC will be in position at gravesite when the hearse arrives and will brief the clergy on the route to gravesite. Prior to arrival of the procession, the NCOIC will insure that the body bearers are properly armed. The ANC representative will contact the OIC/NCOIC when all are ready. The body bearers will move the casket from the hearse, preceded by the clergy to the gravesite. When the casket has been placed on the lowering device, and the NOK and family are in position, the body bearers will move from gravesite and march to their assigned transportation. Body bearers will not position themselves in the road if it will interfere with normal traffic flow.

Section IV

10-3

CHAPTER 11

OFF POST FUNERALS

Section I

GENERAL

11-1. Authority: Off post funerals are defined as army honor funerals which may be conducted in a cemetery in the Washington area other than ANC for active duty, retired, reserve personnel and veterans.

11-2. Coordination:

a. Local morticians, funeral directors, cemetery authorities, or escort officers may request an off post funeral after authentication and procurement of a national interment flag from the Veterans' Administration, Washington, DC for a veteran discharged from the United States Army under honorable conditions.

11-3. Responsibilities: Director, Ceremonies and Special Events, will arrange for an appropriate detail from the 3d US Infantry (The Old Guard) to participate on behalf of the United States Army.

a. Organizations which have been tasked to provide burial honors for funerals, regardless of the service of the deceased, will make every reasonable effort to insure that honors are furnished.

b. Limitations which may preclude furnishing support for funerals are when the support will seriously interfere with the primary mission of the organization, or when equipment or trained personnel are not available.

c. When requests must be denied, the Commander, 1st Bn, 3d US Infantry, or his representative will address the reason for denial with the Director, Ceremonies and Special Events, or his representative. The approving authority for denial of funeral requests is the Director of Ceremonies and Special Events.

d. Commanders will refer to the MDW policy that establishes priorities for support of funerals and ceremonies as a guideline in determining availability of personnel and the primary mission of the organization.

e. If honors cannot be provided within the conditions set forth in this policy, the Director, Ceremonies and Special Events, will request support from another branch of the military services. When honors cannot be provided by another service, an officer or NCO, depending upon the rank of the deceased, will represent the service at the funeral and present the flag to the designated recipient.

f. Funerals will be coordinated no later than 1500 hours, for the following day, Monday funerals will be coordinated by 1500 hours, Friday. Last minute coordination will be made only when unique situations warrant.

g. Commanders will make every effort to maximize the efficiency of troop utilization in the support of funerals.

11-4. Reporting Time: If no reporting time is required by the point of contact, the detail will be at the funeral location no later than thirty (30) minutes prior to ceremony time.

Section II

Troop List

11-5. Ceremonial Elements:

a. Commander, 3d United States Infantry (The Old Guard) will detail the following for off-post funerals.

- (1) OIC or NCOIC depending on the rank of the deceased.
- (2) Firing party - (1) NCOIC and seven (7) enlisted.
- (3) Bugler One (1) enlisted.
- (4) Body bearers will be made available on request.

b. In the event of an off post funeral for an officer (active, : or retired) honors will be provided as stated in chapter 8.

11-6. Uniform: As directed by Commander 3d US Infantry.

Section III

Sequence of Events

11-7. Sequence of Events:

a. Off-post funerals will be conducted as the gravesite portion of an Army honor funeral (see chapter 8).

b. Upon receiving the funeral order, the following will be initiated:

- (1) The 3d US Infantry representative will call the point of contact.
- (2) The following will be checked with the point of contact.
 - (a) Name of deceased.
 - (b) Time and location of ceremony.
 - (c) Reporting time.

(3) In case of an accident, mechanical difficulty, or any other circumstances which will delay the arrival of the detail long enough to miss the scheduled reporting time, the OIC/NCOIC will notify MDW Ceremonies and Special Events (on weekends: MDW Command Duty Officer (CDO) or Command Duty Non Commissioned Officer (CDNCO) who will notify MDW Ceremonies and Special Events.

11-8. Gravesite Ceremony:

a. Upon arrival at the funeral site, the OIC/NCOIC will check the following with the funeral director:

- (1) Location of the grave.
- (2) The point where the hearse will stop.
- (3) Funeral route.
- (4) Location of firing party and bugler.
- (5) Sequence of the funeral service.
- (6) Who will receive the flag.

b. At off-post funerals, the firing party will fold the national flag. Civilian body bearers will carry the casket. After the service the firing party will fire three volleys and the bugler will play "Taps", after the completion of "Taps", the firing party will move to gravesite and fold the flag. After the flag presentation the OIC/NCOIC, and detail will return to their previous position.

c. Presenting the flag at civilian cemeteries:

(1) The flag is received by the OIC/NCOIC who in turn will pass it to the military chaplain. The chaplain will present the flag to the NOK.

(2) If a military chaplain is not present, the flag is presented to the NOK by the OIC/NCOIC.

CHAPTER 12
OFF POST FUNERALS

AT

SOLDIERS' HOME NATIONAL CEMETERY

Section I

GENERAL

12-1. Authority: Off-post funerals at Soldiers' Home National Cemetery will be conducted as Army honors as outlined in chapter 8.

12-2. Coordination: Soldiers' Home National Cemetery will notify MDW Ceremonies and Special Events to request funeral support.

12-3. Responsibilities: The Director of Ceremonies and Special Events MDW will arrange for appropriate detail from the 3d US Infantry (The Old Guard) to participate on behalf of the United States Army.

Section II

Troop List

12-4. Ceremonial Elements: Commander, 3d US Infantry (The Old Guard) will provide the following:

- a. OIC or NCOIC depending on the rank of the deceased.
- b. Body bearers: One (1) NCOIC and five (5) enlisted.
- c. Firing party: One (1) NCOIC and (7) enlisted.
- d. Bugler, one (1) from the United States Army Band (Pershing's Own) to play taps.

12-5. Uniform: Ceremonial blues, white gloves, with weapons.

Section III

Sequence of Events

12-6. Sequence of Events:

- a. Upon receiving the funeral requirement, the following will be initiated.

(1) The 3d US Infantry will call the point of contact at the Soldiers' Home National Cemetery.

- (2) The following will be checked with the point of contact:

(a) Name of deceased.

(b) Time and location of ceremony.

(c) Reporting time (if no reporting time is required by the point of contact, the unit will be at the funeral location no later than thirty (30) minutes prior to ceremony time.

(3) In case of an accident or any other circumstances which will delay the detail long enough to miss the reporting time, the following persons will be notified by the OIC/NCOIC will notify the MDW Ceremonies and Special Events (on weekends CDO or CDNCO) who will notify MDW Ceremonies and Special Events.

b. Upon arrival at funeral site, the OIC/NCOIC will check the following with funeral director:

(1) Location of the gravesite.

(2) The position where the hearse will stop.

(3) Funeral route.

(4) Location of the firing party and bugler.

(5) Sequence of the funeral service.

(6) Who will receive the flag.

c. Presenting the flag at the Soldiers' Home Cemetery:

(1) The flag is received by OIC/NCOIC, who in turn will pass it to the military chaplain. The chaplain will present the flag to the NOK.

(2) If a military chaplain is not present, the flag is presented to the NOK by the OIC/NCOIC.

e. Funerals at the Soldiers' Home will not be scheduled for Saturday, Sunday, or holidays.

f. Interment in ANC:

(1) Funeral will move from the chapel site to ANC.

(2) Funeral element will depart the chapel in same manner as described for Army Honor funerals. (See chapter 8.) Body bearers will move to awaiting transportation.

(3) Procedures at cemetery will be the same as gravesite procedures conducted for an Army Honor funeral. (See Chapter 8.)

CHAPTER 13

FUNERAL AT FORT MYER WITH INTERMENT ELSEWHERE

Section I

GENERAL

13-1. Authority: Honors regarding size of the funeral escort and procedures to be followed will be the same as listed in the table of entitlements, chapter 1.

13-2. Coordination: Refer to the appropriate chapter corresponding to the entitlements authorized.

13-3. Responsibilities: Will correspond to the appropriate chapter according to the rank of the deceased.

Section II

Sequence of Events

13-4. Sequence of Events: Procedures remain the same in all phases of the ceremony until the chapel service is concluded. If a flag is not presented to the NOK or family member in the chapel, the sequence of events remains the same, and, the casket is returned to hearse. If a flag is presented to the NOK or family member after the chapel service, the chapel ushers will secure the casket and return to the narthex. The flag is then folded by the body bearers and presented to the military chaplain. The military chaplain will make the presentation to the NOK. When the service is conducted by a civilian clergy, the flag is presented to the NOK by the OIC/NCOIC. After the flag presentation the body bearers will return the casket to the hearse for departure.

CHAPTER 14

CASKET TRANSFERS

Section I

GENERAL

14-1. Authority: A casket transfer is conducted when a funeral service is not held prior to the interment. The casket is transferred directly from the hearse to the caisson and moved to the gravesite.

14-2. Coordination: The NOK will notify ANC either through the family representative or the funeral home director. ANC will notify MDW Ceremonies and Special Events and the 3d US Infantry.

14-3. Responsibilities: Will correspond to the appropriate chapter according to the rank of the deceased.

Section II

Sequence of Events

14-4. Sequence of Events:

a. Presently, casket transfers take place at the following locations:

- (1) Fort Myer Gate (App. E-2).
- (2) Old ANC office (App. K).
- (3) Coast Guard Memorial (Dewey Drive). (App. J).
- (4) Memorial Gate, ANC. (App. H and H-1).
- (5) Patton Circle. (App. I).

b. A casket transfer differs from the full honor funeral sequence of events as follows:

(1) The OIC will signal the caisson into position before the hearse arrives and/or is brought into position along side of the caisson.

(2) The OIC will position himself so when the hearse is brought forward, and halts along side of the caisson, his position will be in the same relative position to the hearse as in the chapel service for a full honor funeral. The chaplain positions himself beside the OIC and nearest to the NOK.

(3) The motorcade will normally be following the hearse on its arrival at the transfer site. When necessary, cars will be double parked so they can follow the escort from the transfer area, and reduce the length of road space used. There is no requirement for mourners to dismount, with the exception of the honorary pallbearers, if they so desire. The decision to dismount the NOK is made by the ANC representative.

(4) When the hearse is moved into position beside the caisson, the OIC will signal the body bearers to move into position behind the hearse. At this time the band will play the appropriate honors if required. The deceased will be transferred from the hearse to the caisson. The sequence of events then proceeds as outlined in the appropriate chapter depending on the rank of the deceased and desires of the NOK.

CHAPTER 15

MEMORIAL SERVICES

Section I

GENERAL

15-1. Authority: Memorial services will be conducted based on the table of entitlements as stated in chapter 1.

15-2. Coordination: The NOK notifies ANC that a memorial service is requested. ANC then coordinates the memorial service with the appropriate agencies.

15-3. Responsibilities: Will correspond to the appropriate chapter according to the rank of the deceased.

Section I

Sequence of Events

15-4. Sequence of Events:

a. Memorial services (post chapel):

(1) The family will be seated by the chapel ushers on the right side of the chapel with the NOK in the first pew. The escort will be positioned in accordance with procedures described in the appropriate chapter according to the rank of the deceased.

(2) Chapel ushers will secure a folded American flag from ANC. The service will begin when the chaplain moves down the center aisle, followed by a chapel usher bearing a folded American flag. The usher will place the flag on a small table located in front of the altar and the chaplain will begin the service.

(3) At completion of the benediction, a chapel usher will signal the OIC/NCOIC, located outside the chapel. OIC/NCOIC will signal the escort to come to attention and present arms. The bugler will then play taps. (It is appropriate for the congregation to stand during the playing of taps).

(4) At completion of taps, the chaplain will secure the flag from the table and present it to the next of kin. If civilian clergy conducts the memorial service, at the completion of taps, the OIC/NCOIC will move down the center aisle secure the flag and present it to the NOK. There will be no salute rendered the flag following the presentation. The chaplain will then escort the NOK from the chapel. Musical honors (when appropriate) will be played at this time.

(5) If Mass is requested by NOK, the escort/firing party will move from the ready area into position approximately fifteen (15) minutes prior to the completion of chapel Mass. Escort/firing party will be in position ten (10) minutes prior to estimated completion of service. The sequence of events will be the same as stated above.

b. Memorial services followed by a service at a memorial marker site:

(1) Chapel procedures, will be followed as described in section two (2) above. Upon completion of the final benediction, the usher will move down the center

aisle, secure the folded flag, and follow the chaplain to the narthex, the flag will be passed to the body bearer NCOIC. (The remaining members of the body bearer team will be prepositioned at the marker site in the standard formation. The escort will come to attention when the chapel doors open. The chaplain will lead the flag bearer out of the chapel and the bearer will proceed to the rear door of the sedan, positioned in front of the chapel (in the same location as for cremate services). The flag bearer will place the flag on the right rear seat and the escort will order arms. As soon as the OIC/NCOIC determines that all is prepared for departure, the OIC/NCOIC will signal the COT firing party commander to move to gravesite. The escort will move to the memorial marker site. The sedan will move in procession in same position as that occupied by caisson/hearse. Taps will not be played during memorial service at chapel.

(2) Upon arrival at memorial marker site, escort will move to predetermined location for the service. OIC/NCOIC, firing party, and body bearers will be prepositioned at gravesite. The sedan will halt at the OIC/NCOIC. Upon receiving the signal from the OIC/NCOIC, the flag bearer will secure the flag. The escort will come to attention and present arms. The flag bearer will proceed to gravesite following the chaplain. The flag bearer will move to the foot of the grave and take his place with the body bearers. The flag will be unfolded by the body bearers. Gravesite service will follow procedures as outlined in chapter 5. The firing party will fire three (3) volleys. At the completion of the volleys and "Taps," the flag will be folded. The OIC/NCOIC will present the flag to the military chaplain, or in cases involving civilian clergy, to NOK. OIC/NCOIC will return to head of grave and escort the NOK to transportation.

c. Memorial Service at the memorial marker: The flag bearer will report to the ANC office to pick up the flag and meet with the ANC representative. The OIC/NCOIC, escort, firing party, bugler, and colors, as appropriate, will be prepositioned at the site. Body bearers will be located at marker site, with one position left vacant. The memorial service will proceed as described in paragraph 15-4b above.

CHAPTER 16
FUNERAL SERVICES AT THE
ARLINGTON NATIONAL CEMETERY COLUMBARIUM

Section I

GENERAL

16-1. Authority: Honors regarding the size of the funeral escort and procedures to be followed will be the same as listed in the table of entitlements in chapter 1.

16-2. Coordination: Refer to the appropriate chapter corresponding to the entitlements authorized.

16-3. Responsibilities: Will correspond to the appropriate chapter according to the rank of the deceased.

Section II

Sequence of Events

16-4. Sequence of Events:

a. Will correspond to the appropriate chapter according to the rank of the deceased. Personnel will be positioned at the columbarium as designated in app. G and G-1.

b. All casket transfers will be conducted at Patton Circle, app. I.

CHAPTER 17

FULL HONOR FUNERAL WITH CREMATED REMAINS (INTERMENT)

Section I

GENERAL

17-1. Authority: Honors regarding size of the funeral escort and procedures to the followed will be the same as listed in the table of entitlements, chapter 1.

17-2. Coordination: Refer to the appropriate chapter corresponding to the entitlements authorized.

17-3. Responsibilities: Will correspond to the appropriate chapter according to the rank of the deceased.

Section II

Sequence of Events

17-4. Sequence of Events: On the signal from the OIC the ANC sedan, containing two casket bearers with the urn and flag will move into position in front of the chapel. Two body bearers will exit the sedan, leaving the rear doors open, and rejoin the remaining body bearers in the ready area at the chapel. On the signal from the OIC, the body bearers will move behind the sedan and halt. The first two bearers will move to their respective sides and face center, at this time the escort will present arms, and the band will play an appropriate hymn. On the first note of the hymn, the body bearers will remove the flag first followed by the urn and rejoin the body bearers in their previous position. Once the two bearers are back in position the body bearers will move into the narthex of the chapel. The flag and urn are then passed to the chapel ushers. The ushers will carry the flag and urn to the table located in the front of the altar. (Body bearers will remain in the narthex). During the service the caisson with mock casket is positioned. The OIC will prepare the mock casket to receive the flag and urn. At the conclusion of the service the chapel ushers will return the flag and urn to the body bearers in the narthex. The two bearers will move to their appropriate positions. When the chapel doors open the escort will present arms and the band will play an appropriate hymn. On the first note of the hymn the body bearers will move to the rear of the caisson and halt, leaving sufficient space for honorary pallbearers if required. The two body bearers with flag and urn will move forward and place the urn first, and then the flag into the mock casket. The body bearers will then return to their previous position (if honorary pallbearers are not present the body bearers will move to the right and left of the caisson). After the urn and flag are secured in the mock casket the escort will depart to the gravesite head of the motorcade. When the procession has arrived at gravesite the ANC representative will indicate when all is ready, the escort will present arms and the band will play an appropriate hymn. The body bearers will remove the urn and flag from the mock casket and proceed to gravesite. When the urn has been placed on the standard, the escort will order arms and come to parade rest. The flag will then be unfolded and the band will conclude the hymn. The OIC/NCOIC will uncover when the clergy uncovers (see para 1-15e (3)). At the end of the final benediction, the OIC/NCOIC will signal to the escort commander who will command "ATTENTION," "PRESENT ARMS": " FIRING PARTY, FIRE THREE VOLLEYS." After the three volleys, "Taps" will be played. At the completion of "Taps," the escort will order arms and come to parade rest. The band will play an appropriate hymn while the flag is folded and presented to the OIC/NCOIC, who in turn

presents the flag to the military chaplain or in the case of civilian clergy, the NOK. When the NOK has received the flag, the escort commander will move the escort to the dismissal area. The OIC/NCOIC will remain and escort the NOK to the car. When the escort and supporting elements depart gravesite they will not interfere with the departure of the NOK and mourners'.

Transfer: This type of funeral is executed in a fashion similar to that with chapel service. The bearers exit the sedan, after it is positioned on the left side of the caisson, and rejoin the body bearers in the ready area, leaving the rear doors open. On the OIC's signal, the body bearers will move behind the caisson (not the sedan). The two bearers will then move to their respective rear doors of the sedan. The escort will present arms and band will play a hymn. On the first note of the hymn, the flag and urn are moved from the sedan. The two bearers, face to the rear of sedan and move to the rear of the caisson. The flag will be positioned on the right side of the (urn). The two bearers will face the caisson and the flag. Together, the two bearers will close the mock casket and secure the outer flag. They will then rejoin the body bearers.

Appendix A

ESCORT TO REPOSE
(ARMED FORCES FULL HONOR)



Motorcycle escort



Armed Forces Police



OIC (Escort)

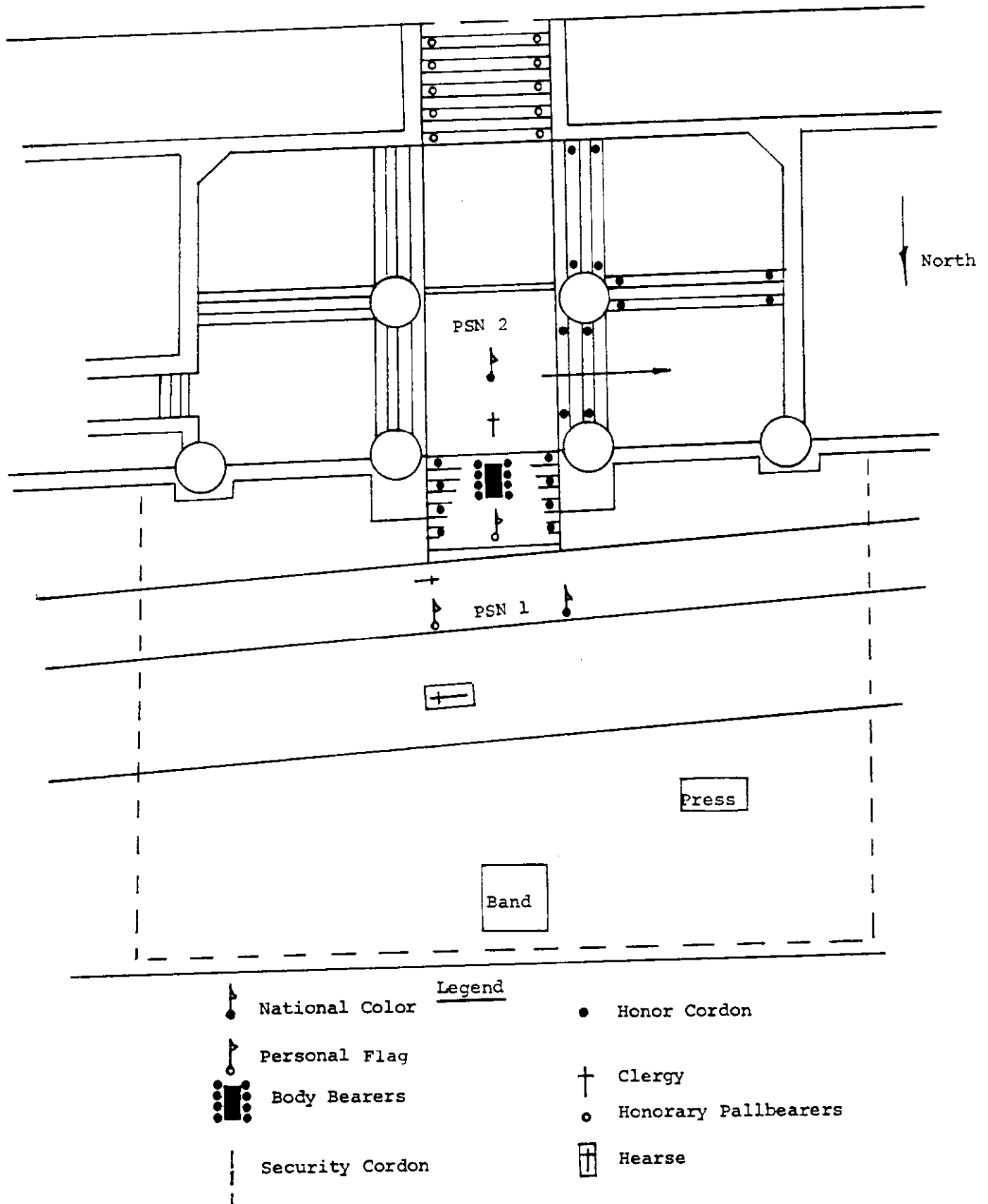


Hearse

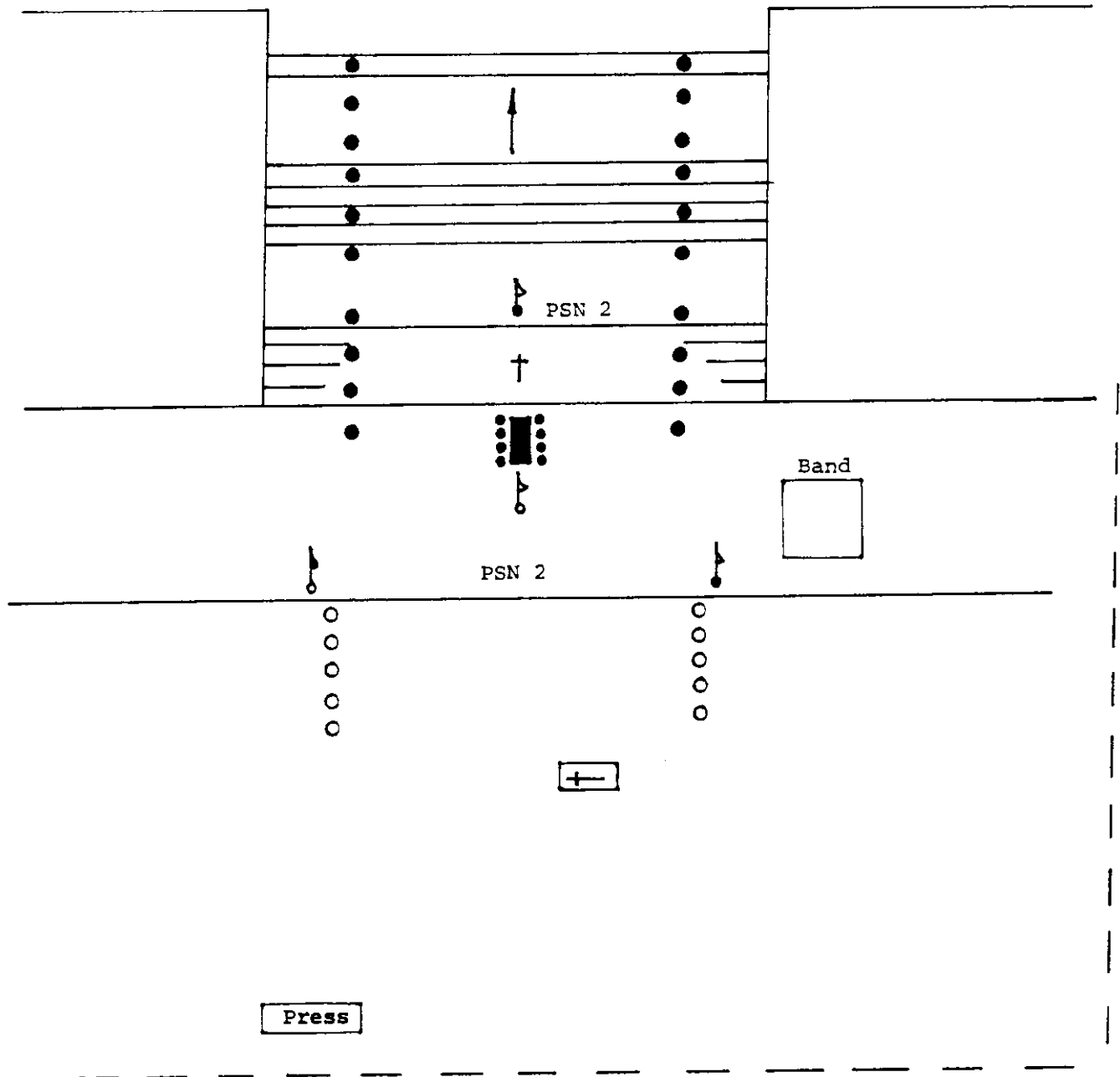


Motorcycle escort

Appendix B
WASHINGTON NATIONAL CATHEDRAL NORTH TRANSEPT
(ARMED FORCES FULL HONOR)



Appendix C
 SAINT MATTHEW'S CATHEDRAL
 (ARMED FORCES FULL HONOR)



Legend

- | | |
|----------------------|-----------------|
| National Color | Security Cordon |
| Personal Flag | |
| Body Bearers | Clergy |
| Honorary Pallbearers | Hearse |
| Honor Cordon | |

Appendix D

CORTEGE WASHINGTON CATHEDRAL OR ST. MATTHEW'S CATHEDRAL
TO ARLINGTON NATIONAL CEMETERY
(ARMED FORCES FULL HONOR)



Motorcycle escort



Armed Forces Police



OIC (Escort)



Honorary Pallbearers



Clergy



Hearse



Family group



Distinguished Persons



Friends

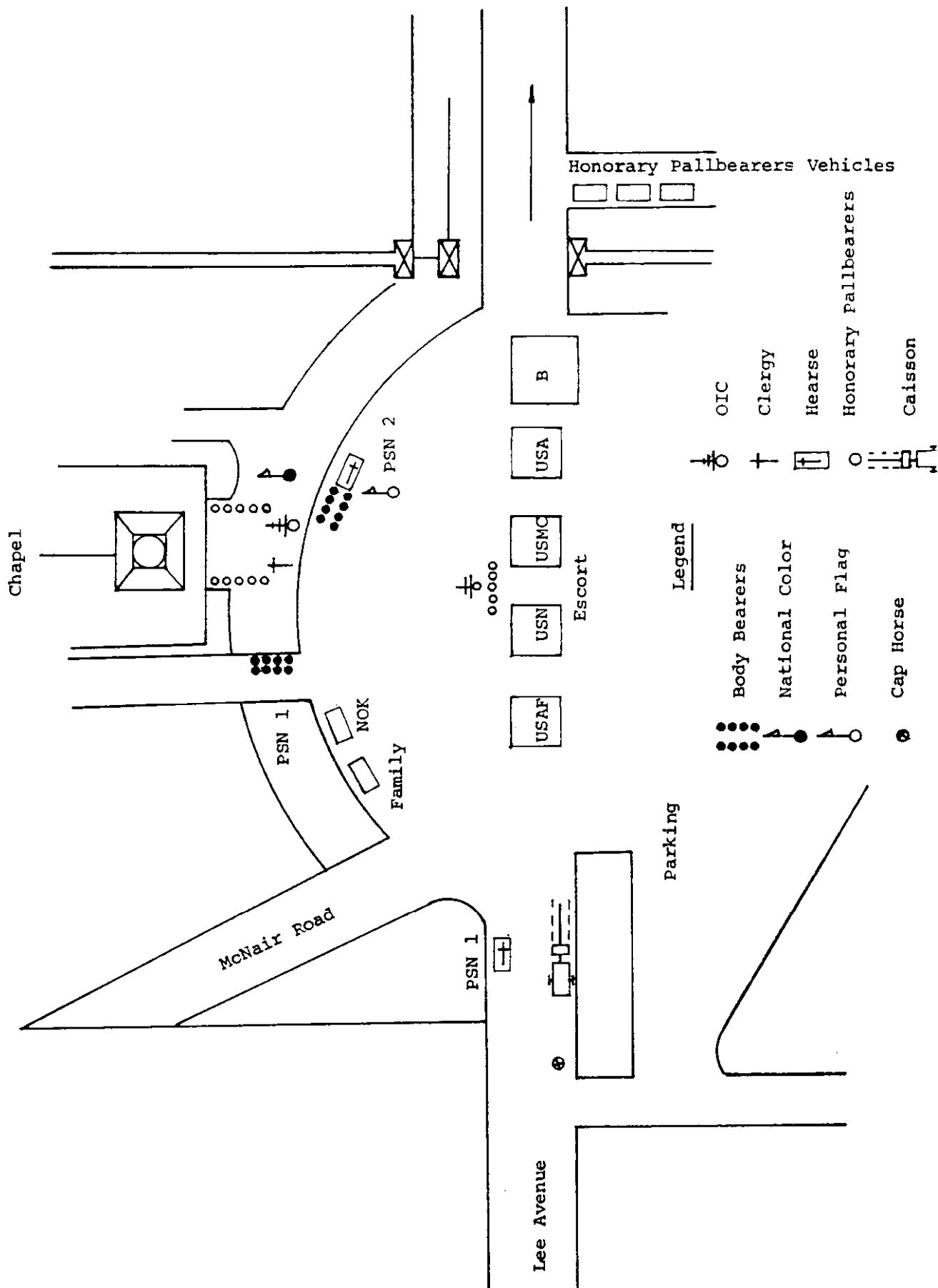


Armed Forces Police



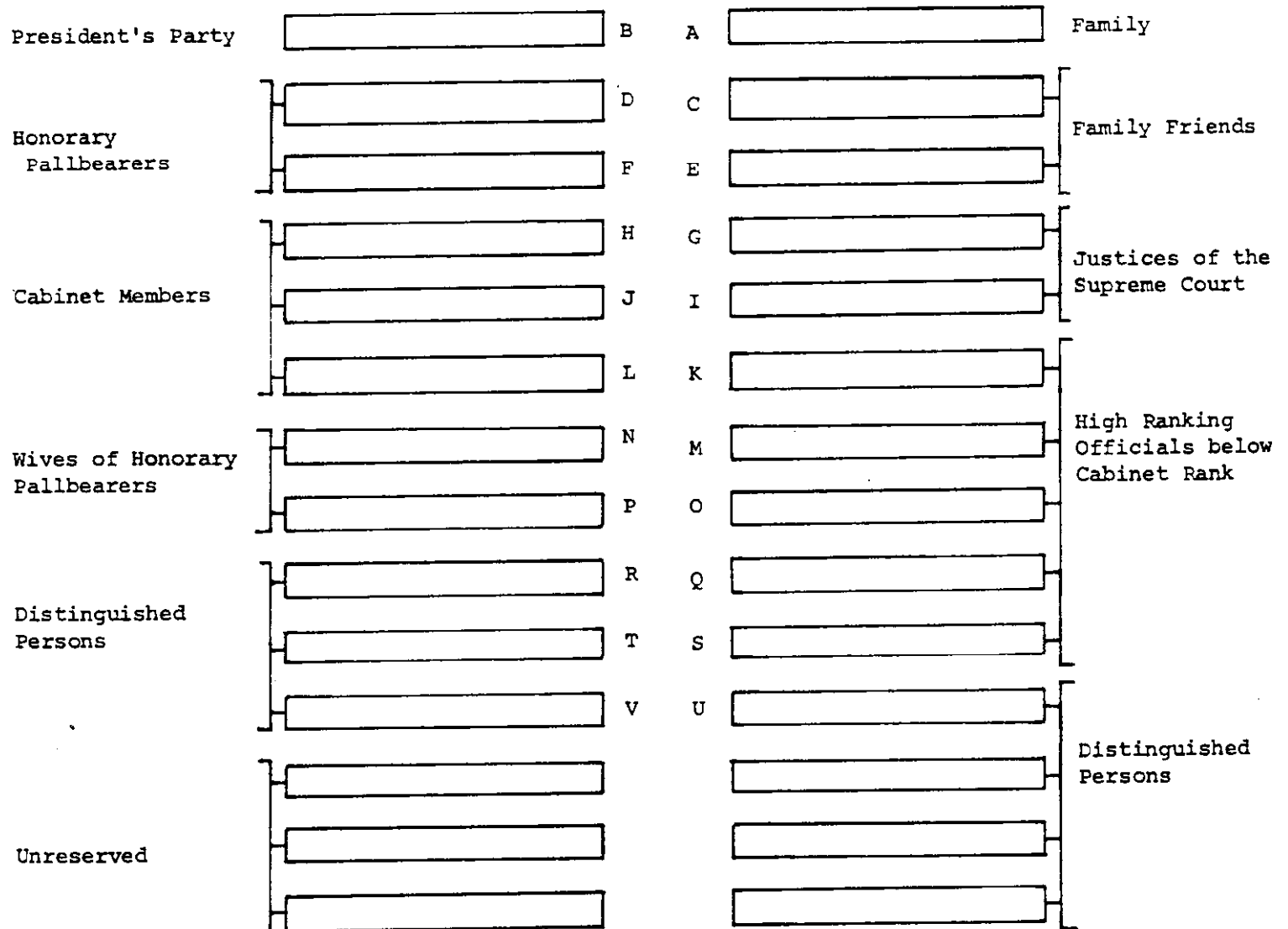
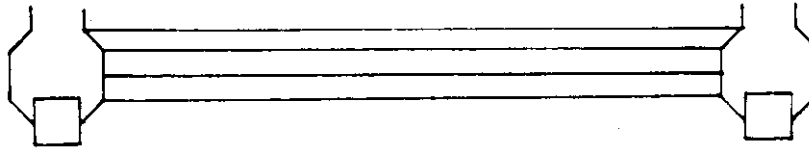
Motorcycle escort

Appendix E
 FORT MYER CHAPEL
 ARMED FORCES FULL HONOR)



Appendix E

SEATING DIAGRAM - FT. MYER CHAPEL (ARMED FORCES FULL HONOR)

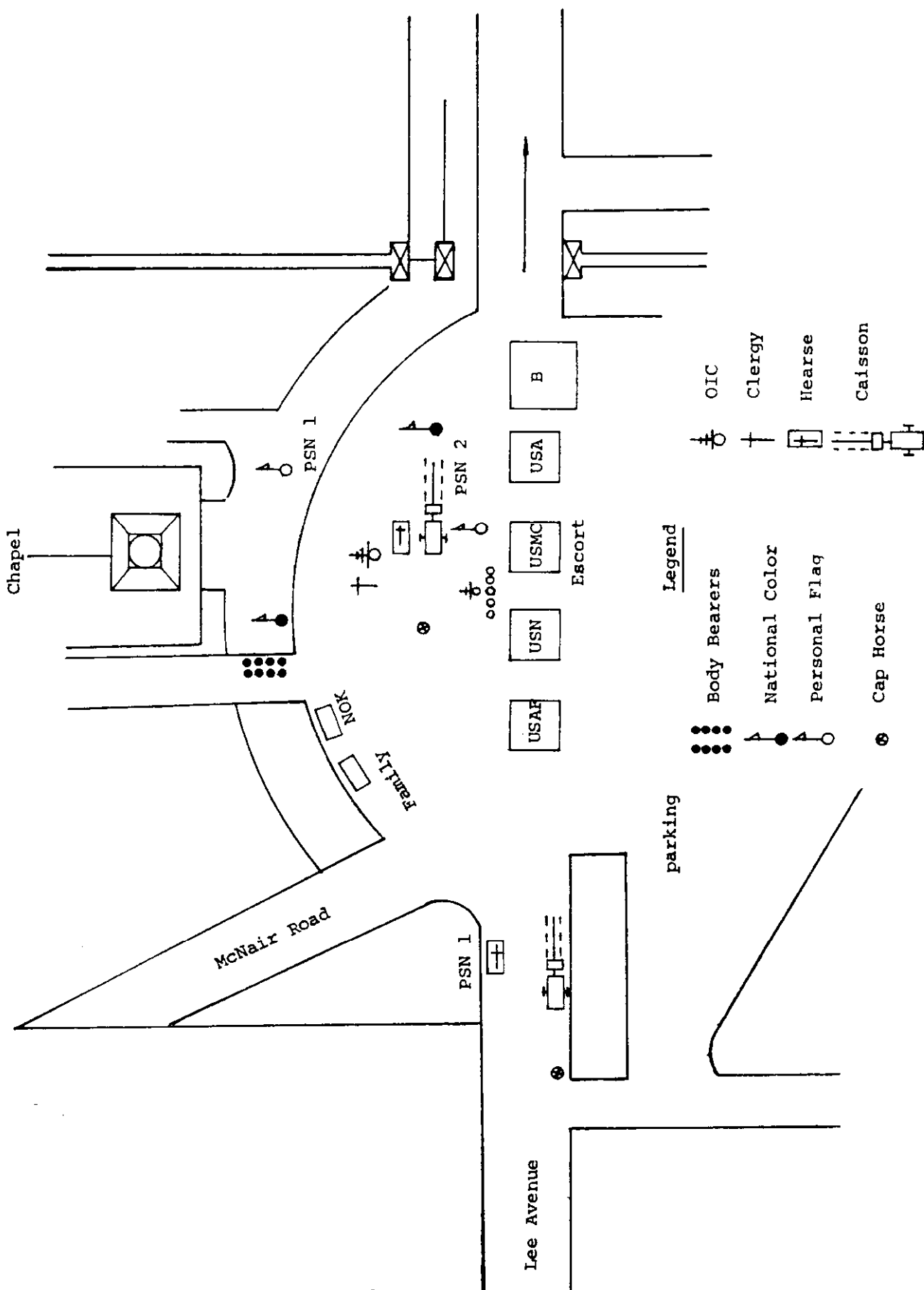


Number of persons per pew - 8

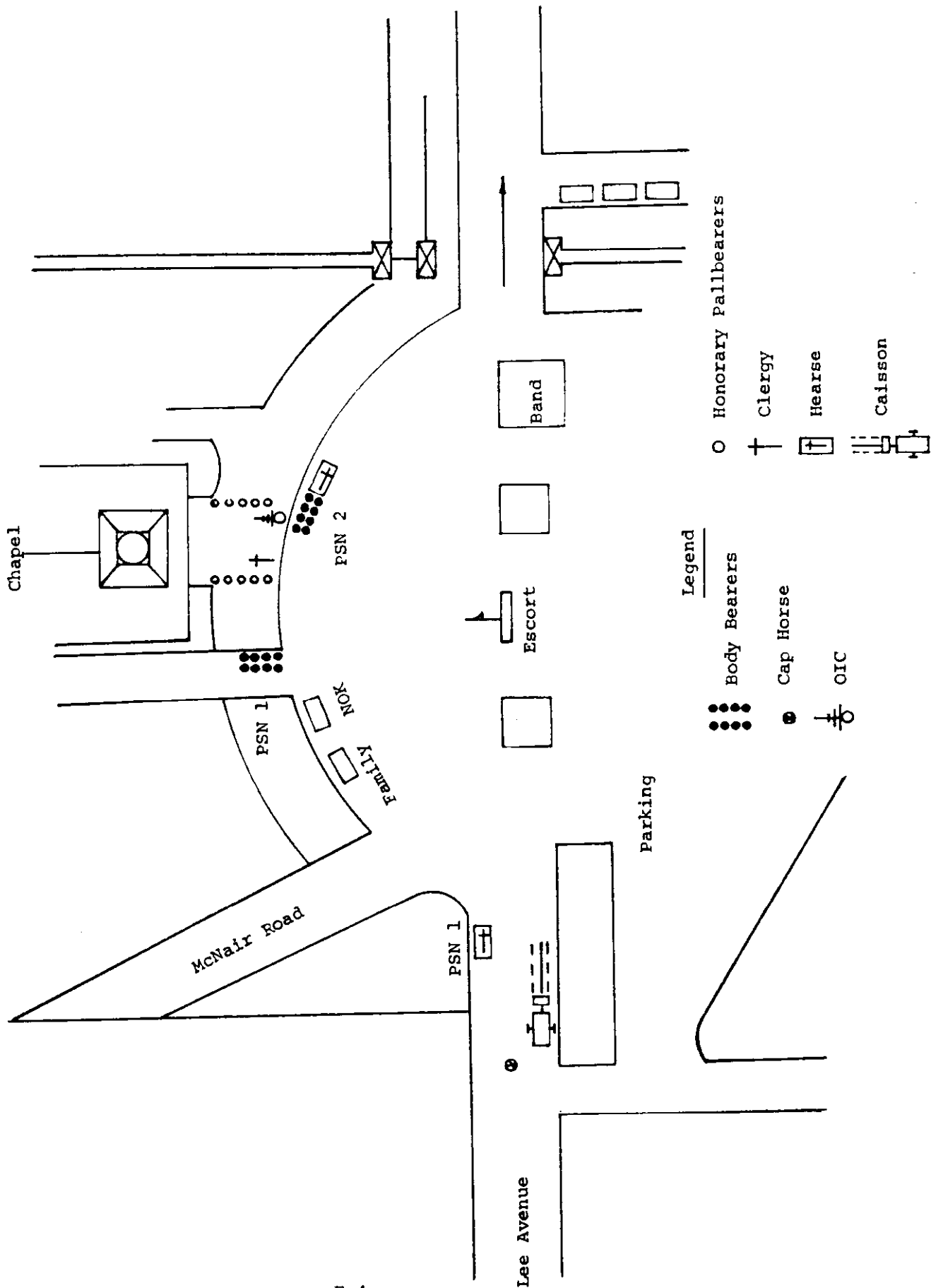
Total - 224

Appendix E

FORT MYER CHAPEL CASKET TRANSFER (ARMED FORCES FULL HONOR)

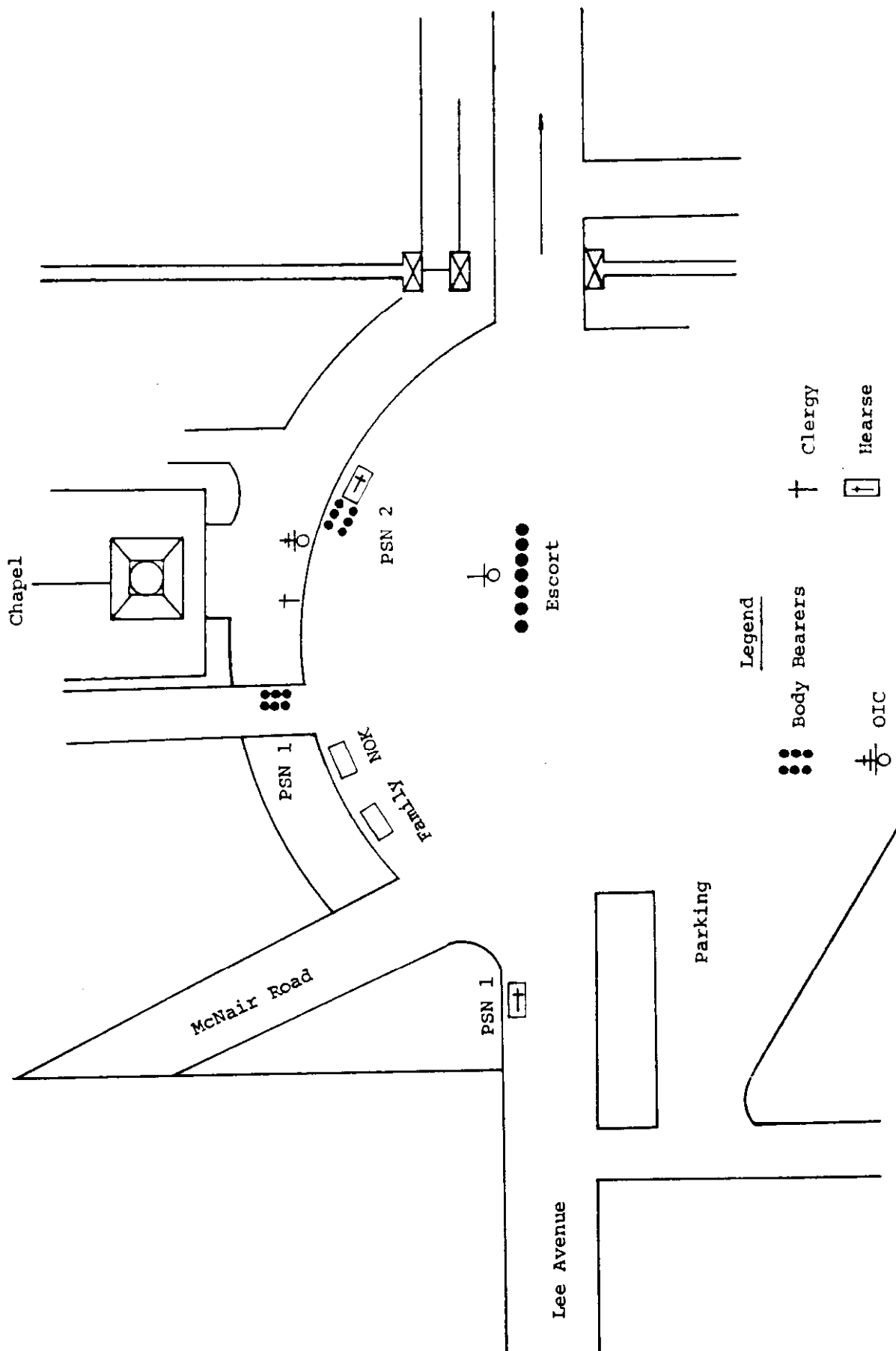


Appendix E
 FORT MYER CHAPEL
 (FULL HONOR--COMPANY)



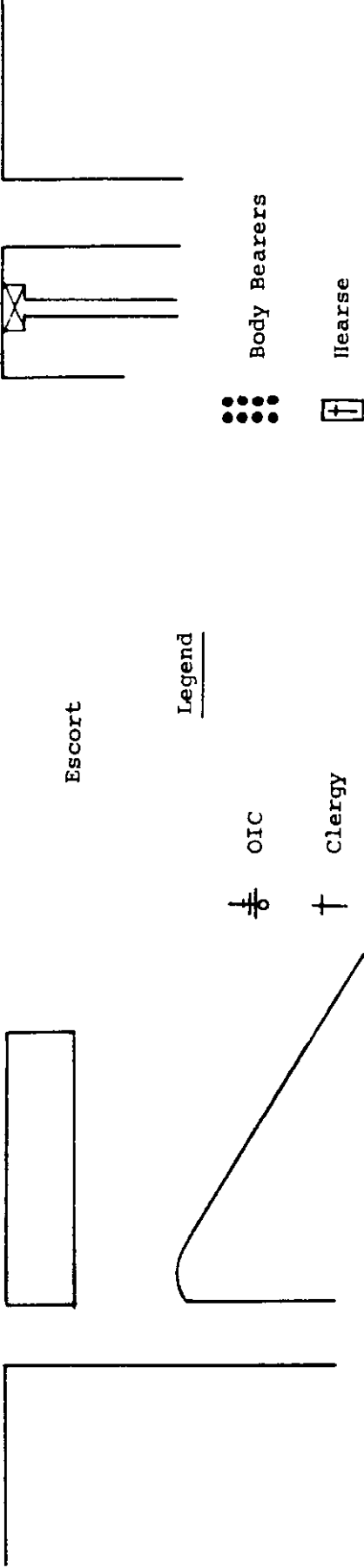
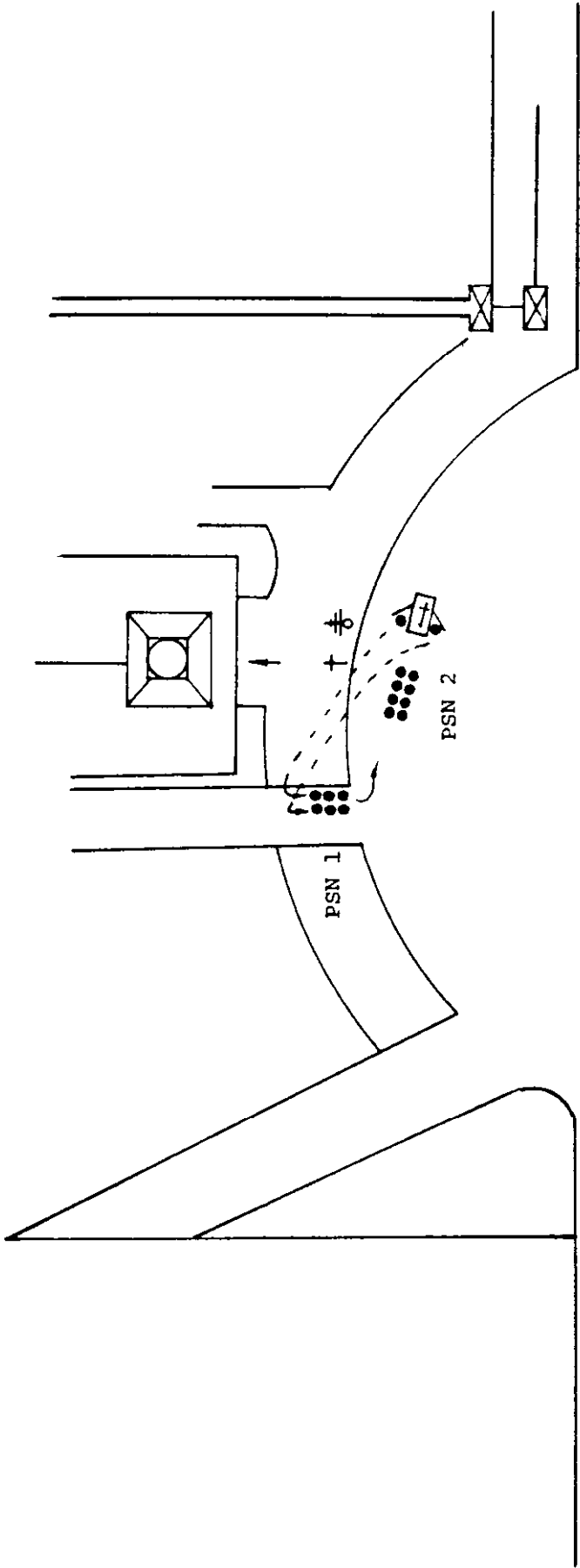
Appendix E

ARMY HONOR FUNERAL--FORT MYER CHAPEL



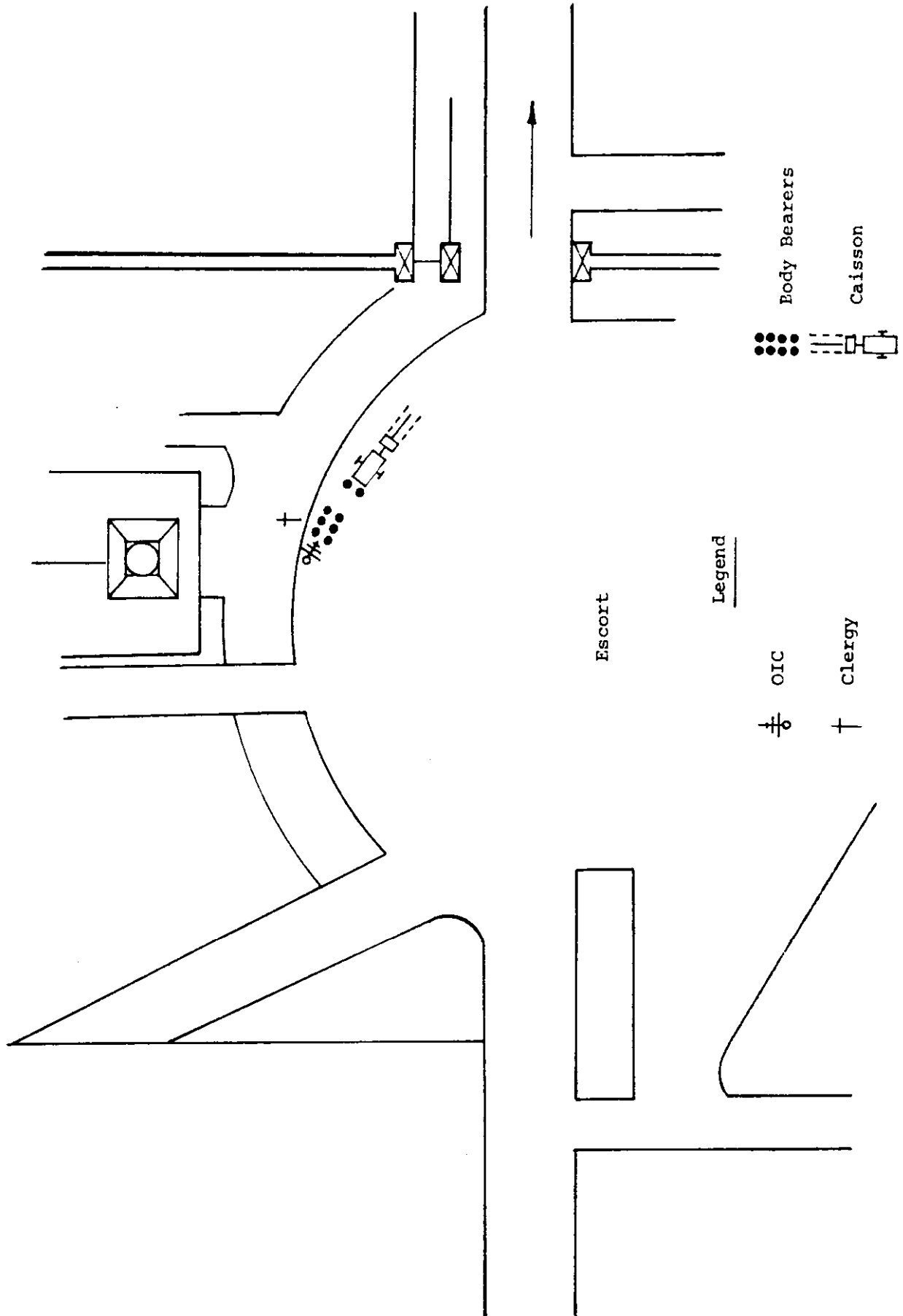
Appendix E

FULL HONOR FUNERAL ARRIVAL
FT. MYER CHAPEL CREMATION



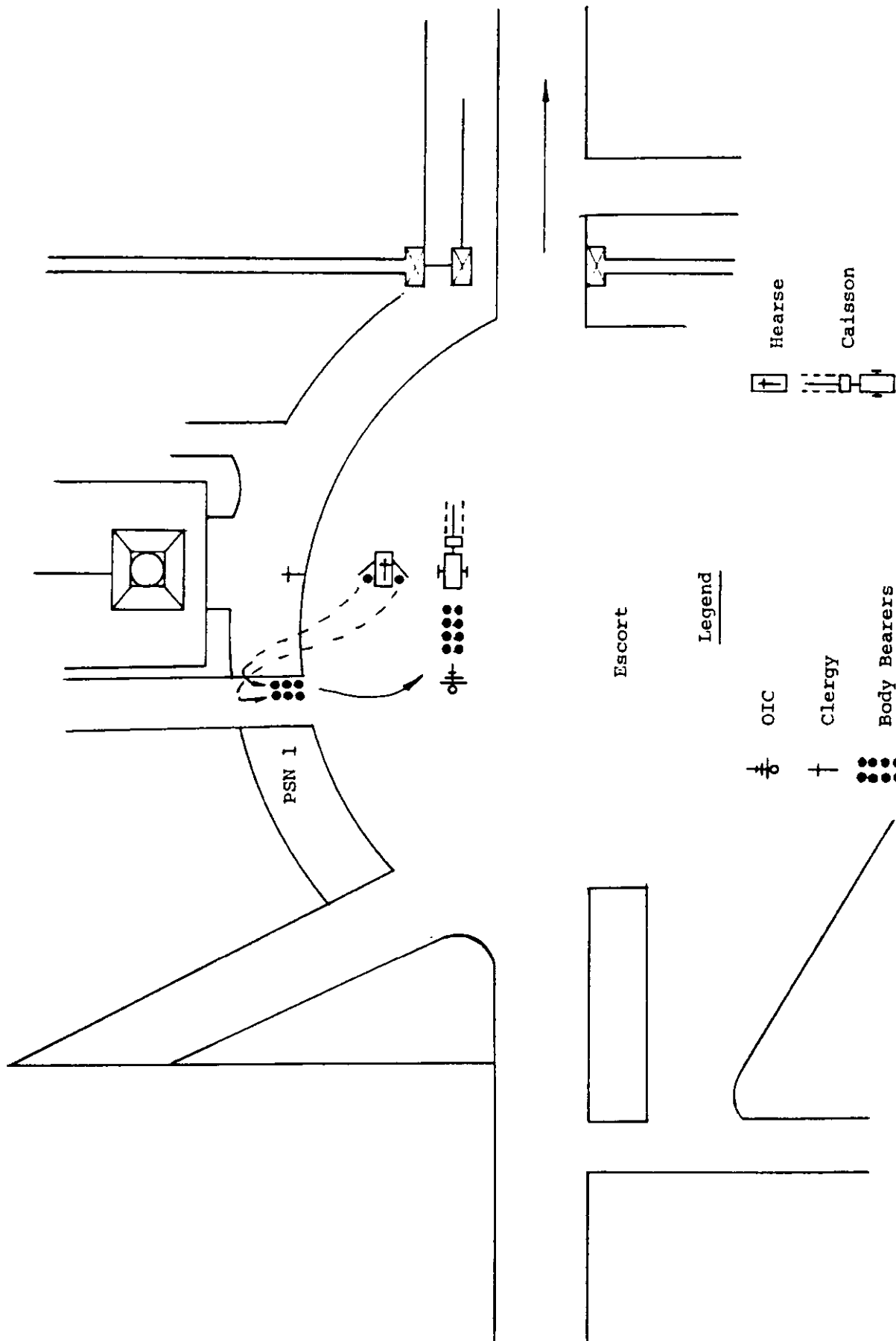
Appendix E

FULL HONOR FUNERAL DEPARTURE FT. MYER CHAPEL CREMATION



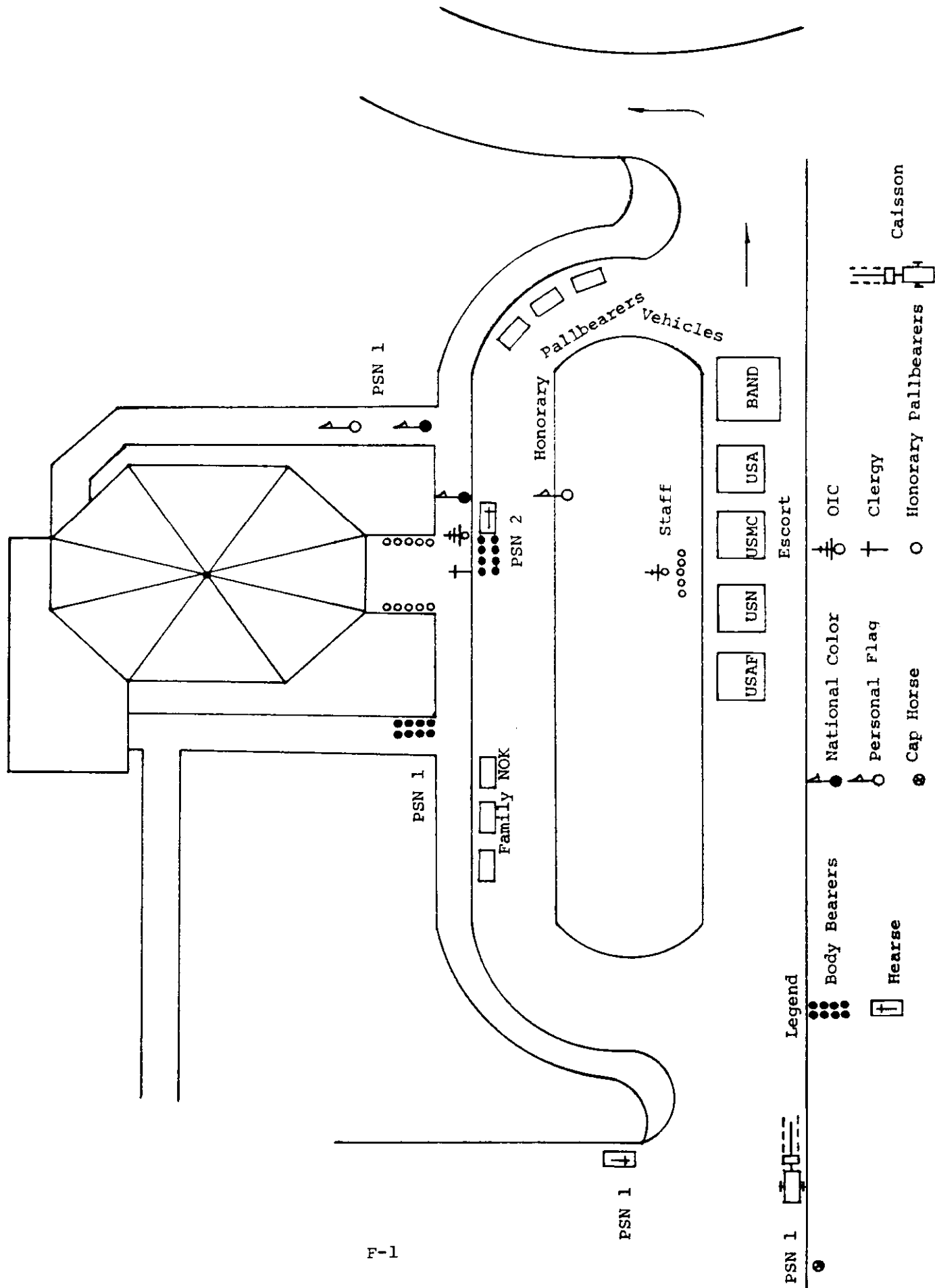
Appendix E

FULL HONOR FUNERAL FT. MYER CHAPEL TRANSFER CREMATION



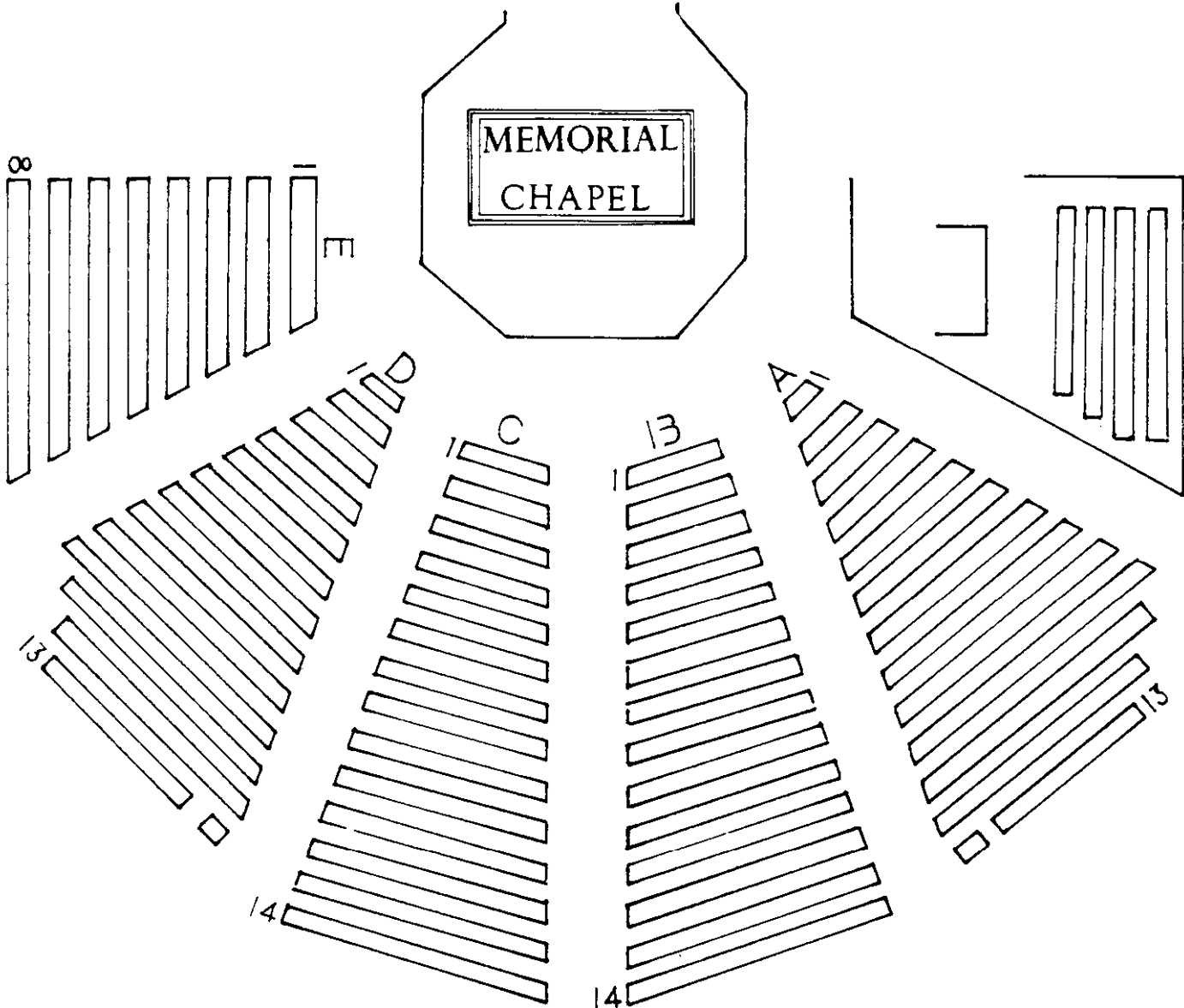
Appendix F

MEMORIAL CHAPEL (ARMED FORCES FULL HONOR)



Appendix F

SEATING DIAGRAM - MEMORIAL CHAPEL (ARMED FORCES FULL HONOR)



Family B-1-3
 Family Friends B-4-10
 Presidents Party C-1,2
 Honorary
 Pallbearers C-3,4
 Pallbearers Wives C-5,6

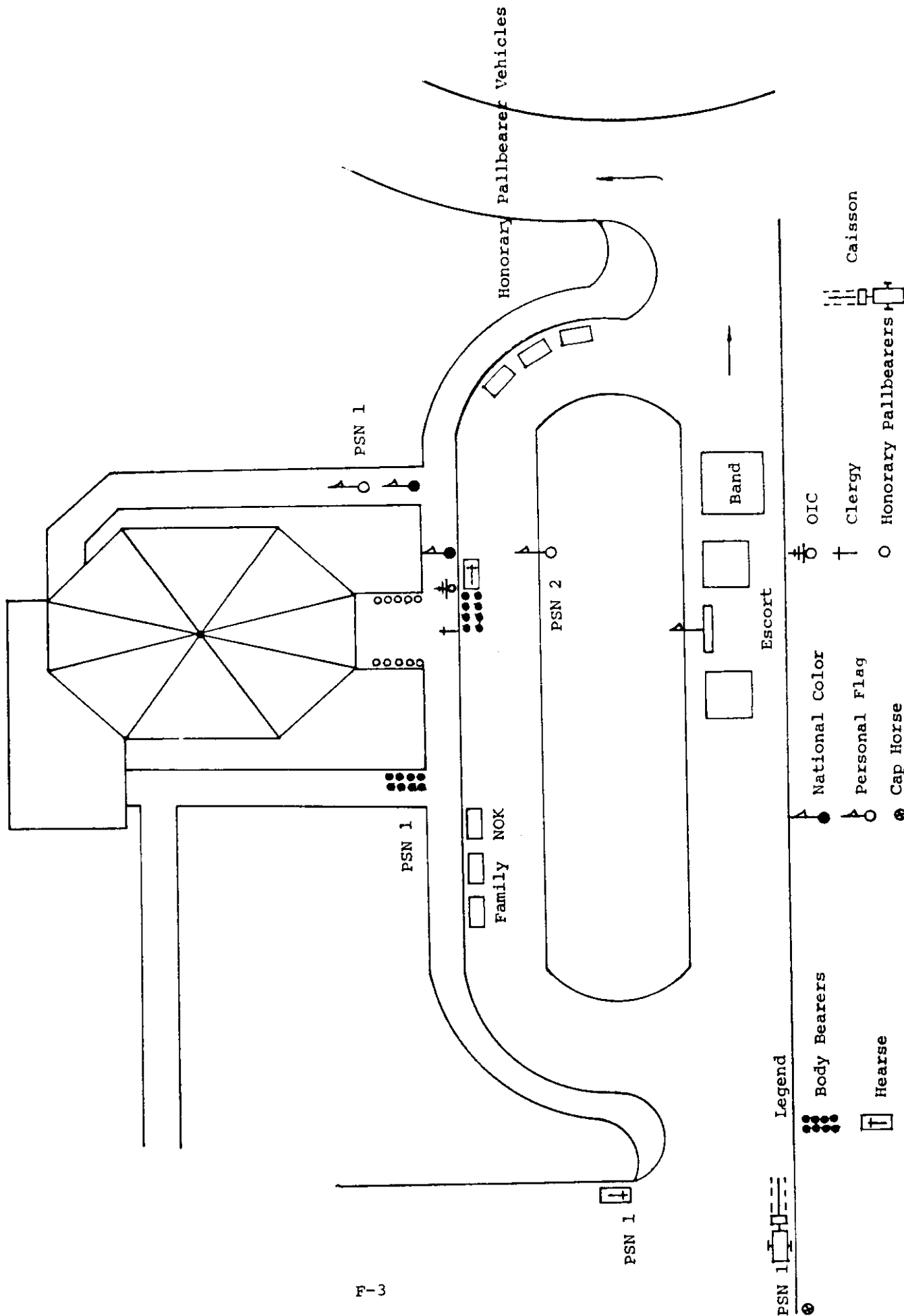
Justices of the
 Supreme Court A-1,2
 Cabinet Members D-1-3
 High Ranking B-11-14
 Officials Below C-7-14
 Cabinet Rank

Distinguished A-4-8
 Persons B-4-8
 Unreserved A-9-13
 D-9-13
 E-1-8

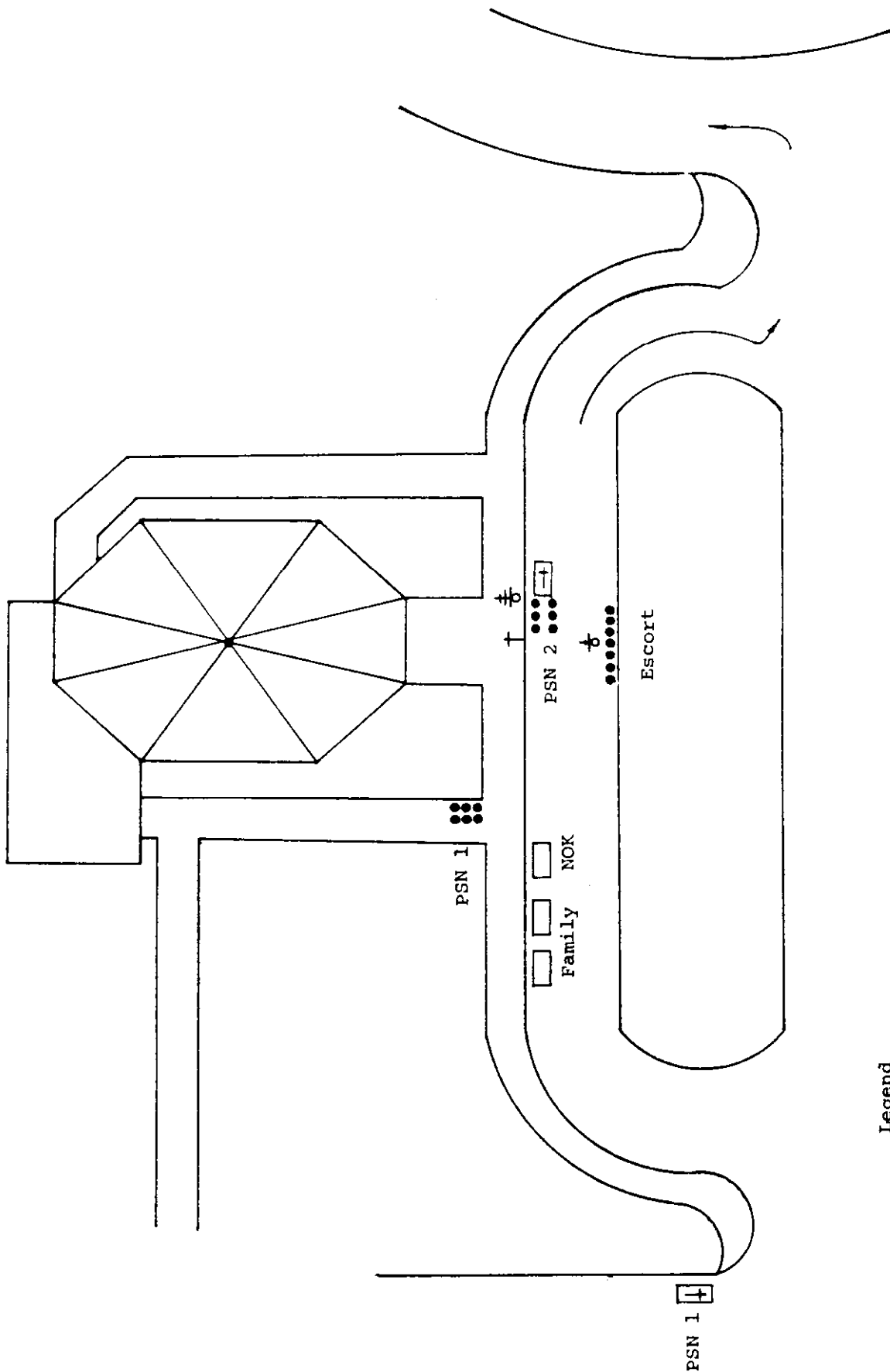
		NO. OF PERSONS PER PEW										TOTAL - 650		
A		5	6	8	9	10	11	13	14	15	16	15	14	9
B		5	6	7	7	8	9	10	11	11	12	13	14	15
C		5	6	7	7	8	9	10	11	11	12	13	14	15
D		5	6	8	9	10	11	13	14	15	16	15	14	9
E		6	7	8	9	10	11	12	13					
PEW NO.		1	2	3	4	5	6	7	8	9	10	11	12	13

Appendix F

MEMORIAL CHAPEL (FULL HONOR COMPANY)



MEMORIAL CHAPEL
(ARMY HONOR)

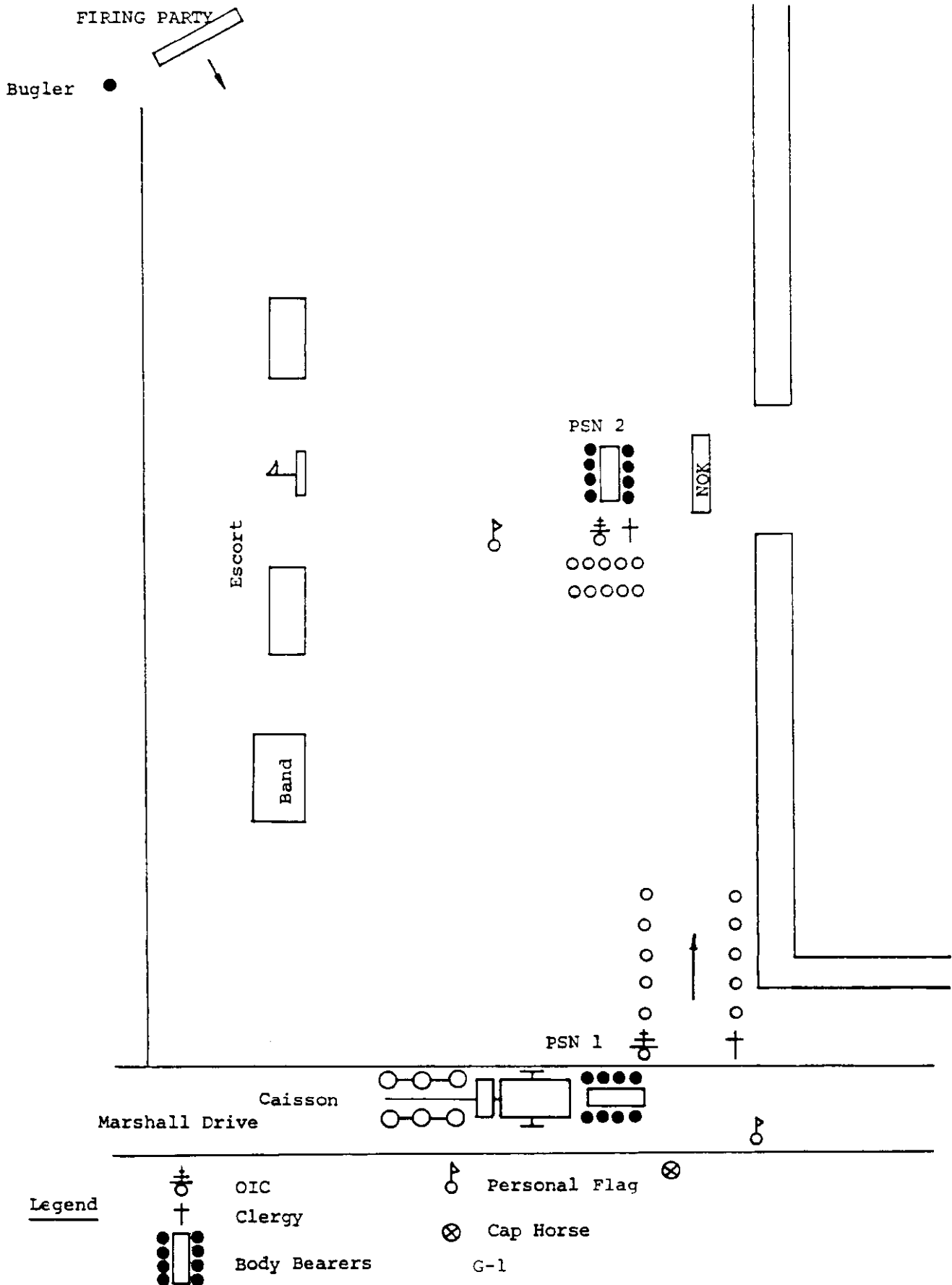


Legend

●●●●	Body Bearers	†	OIC
†	Hearse	†	Clergy

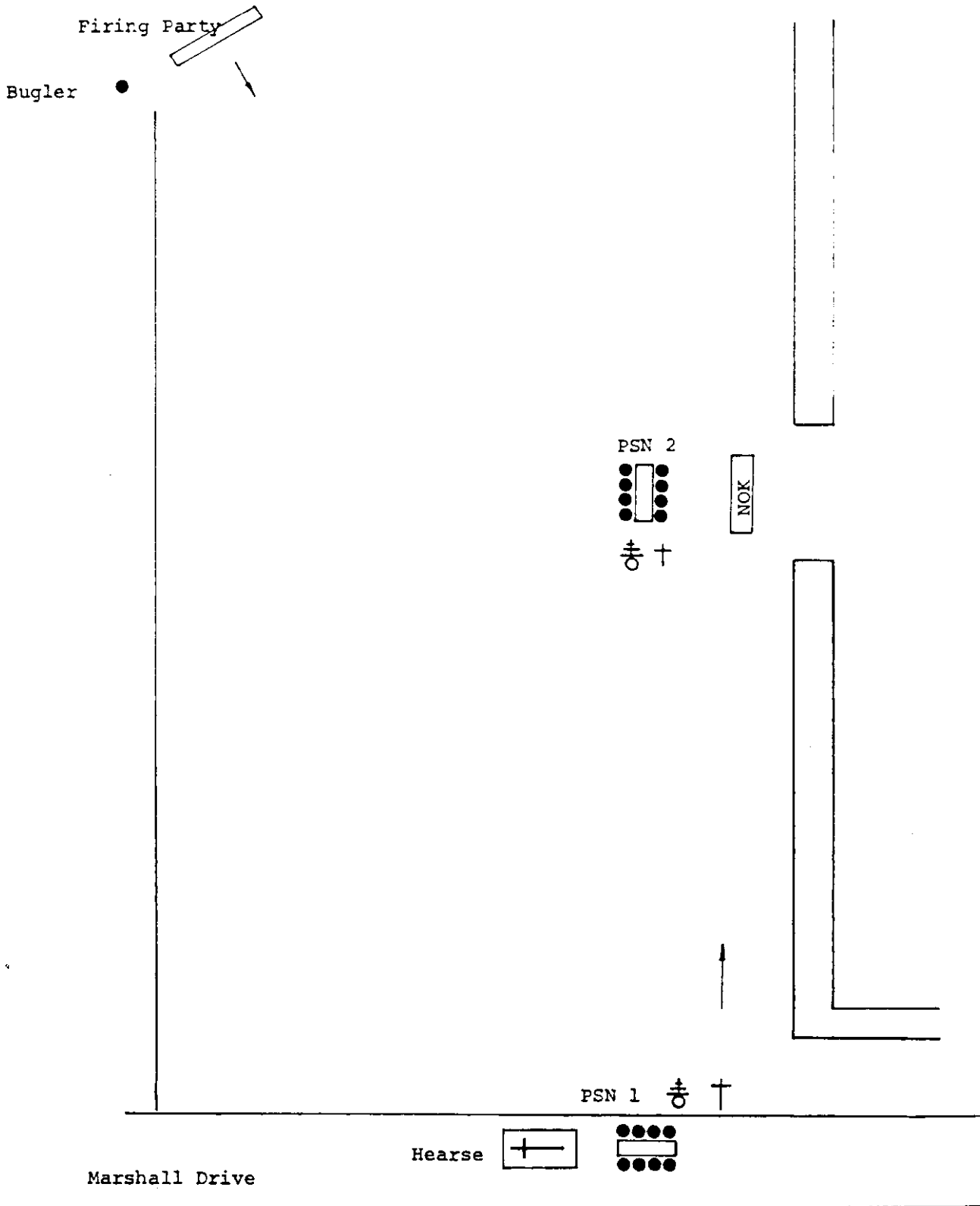
Appendix G

FULL HONOR COMPANY (GENERAL OFFICER) ANC COLUMBARIUM



Appendix G

Army Honor Funeral ANC Columbarium



Legend

⊕ OIC

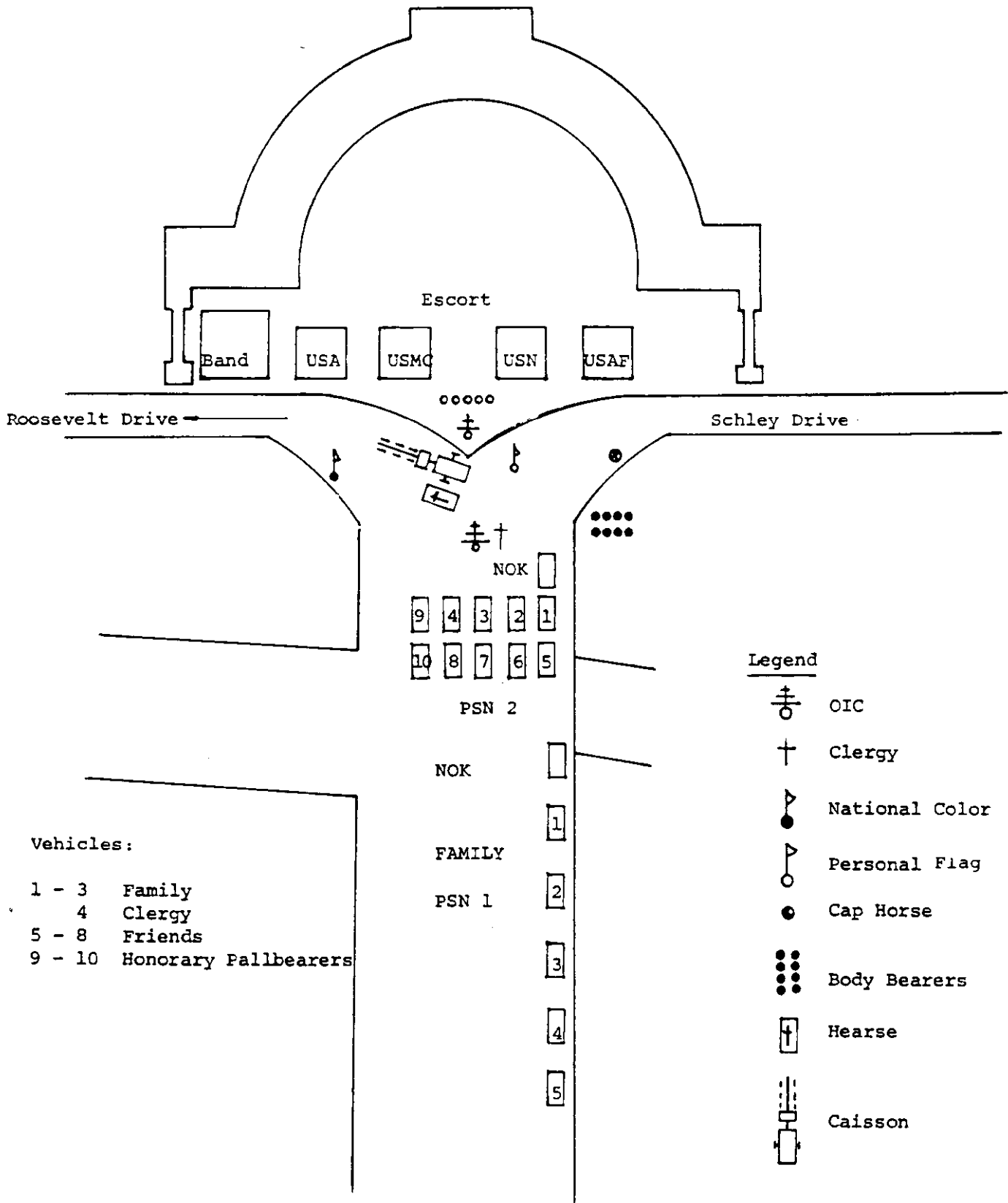
† Clergy



Body Bearers

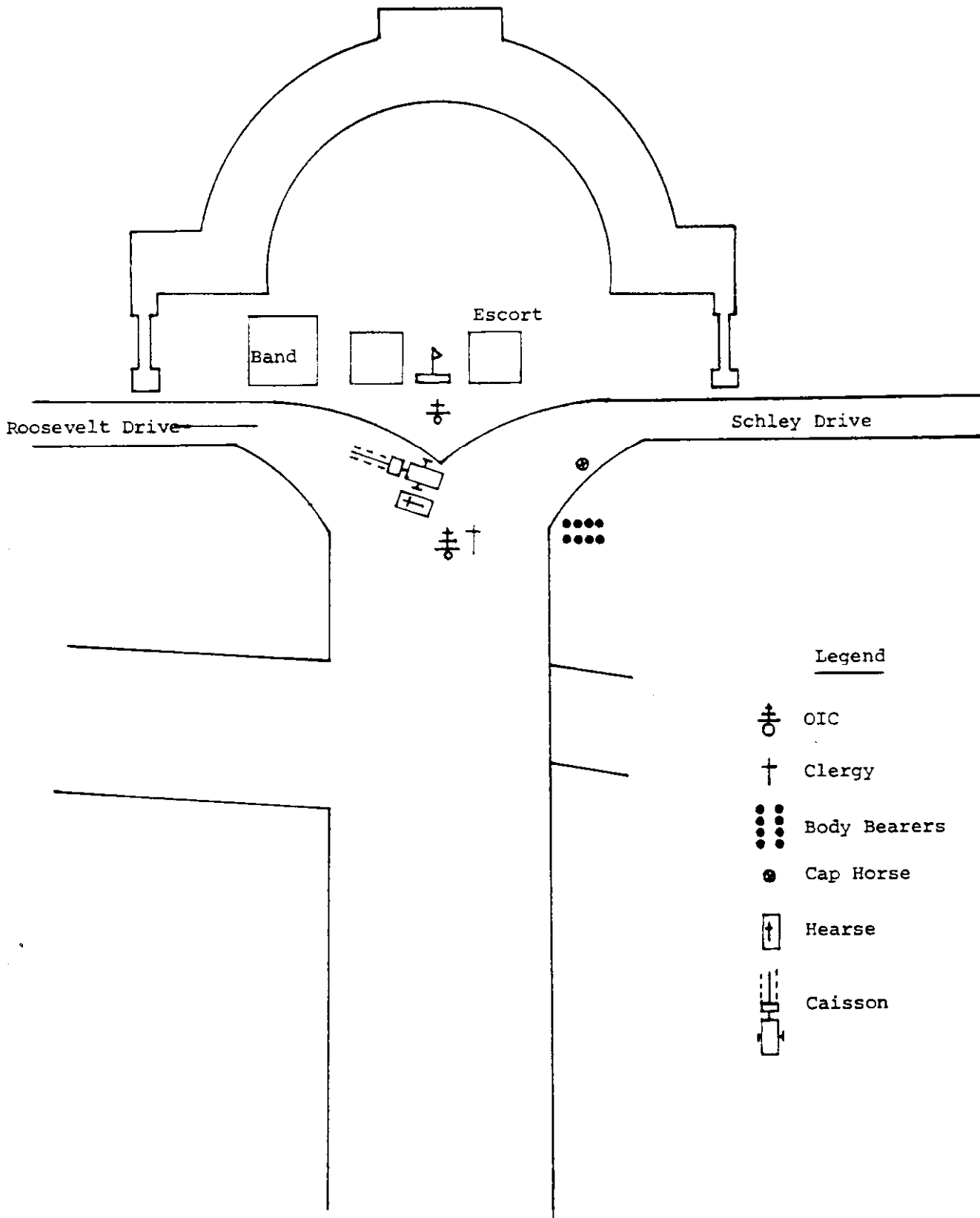
Appendix H

MEMORIAL GATE TRANSFER (ARMED FORCES FULL HONOR)



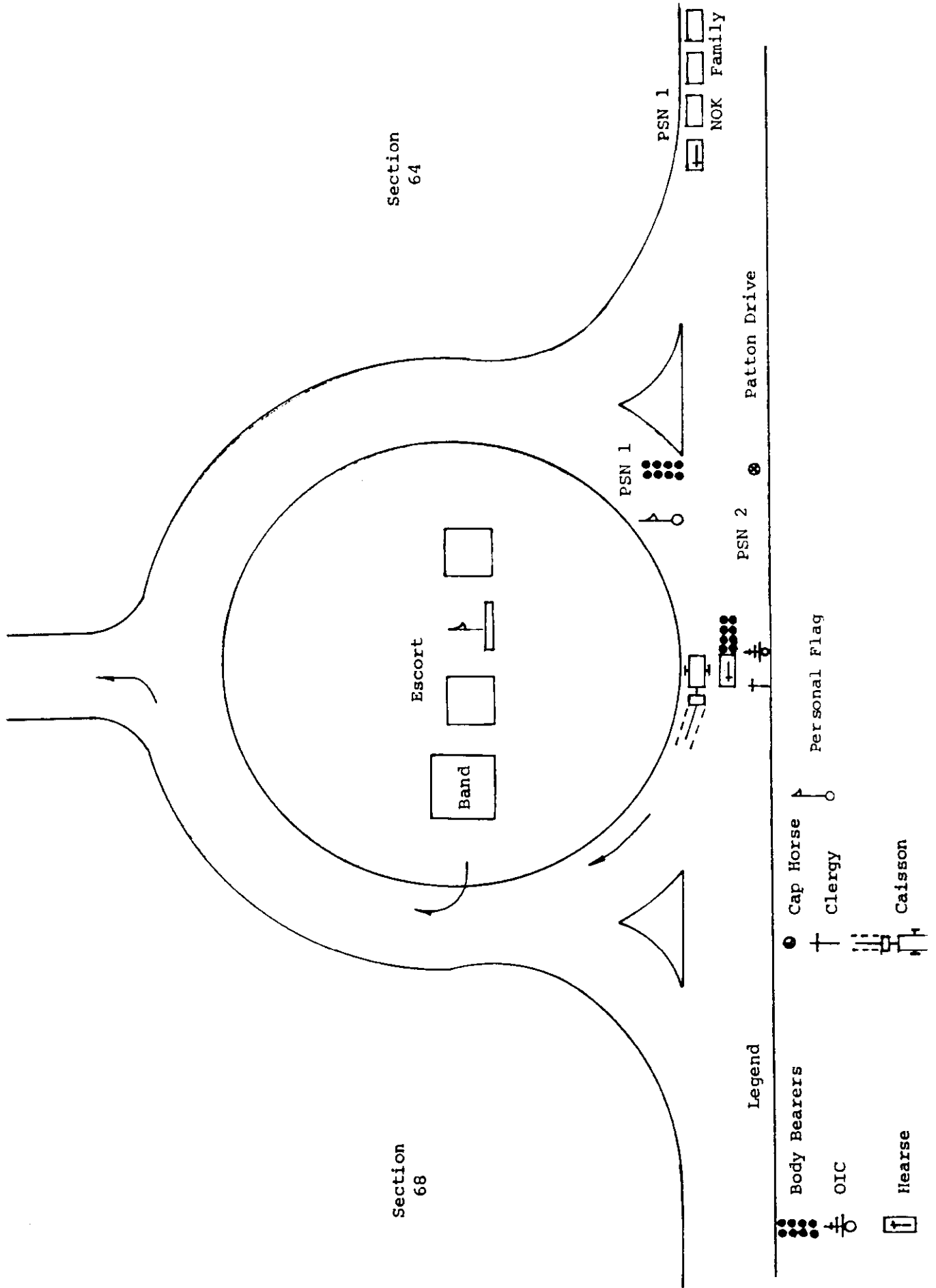
Appendix H

MEMORIAL GATE CASKET TRANSFER (FULL HONOR--COMPANY)



Appendix I

Patton Circle Transfer (Full Honor Company)



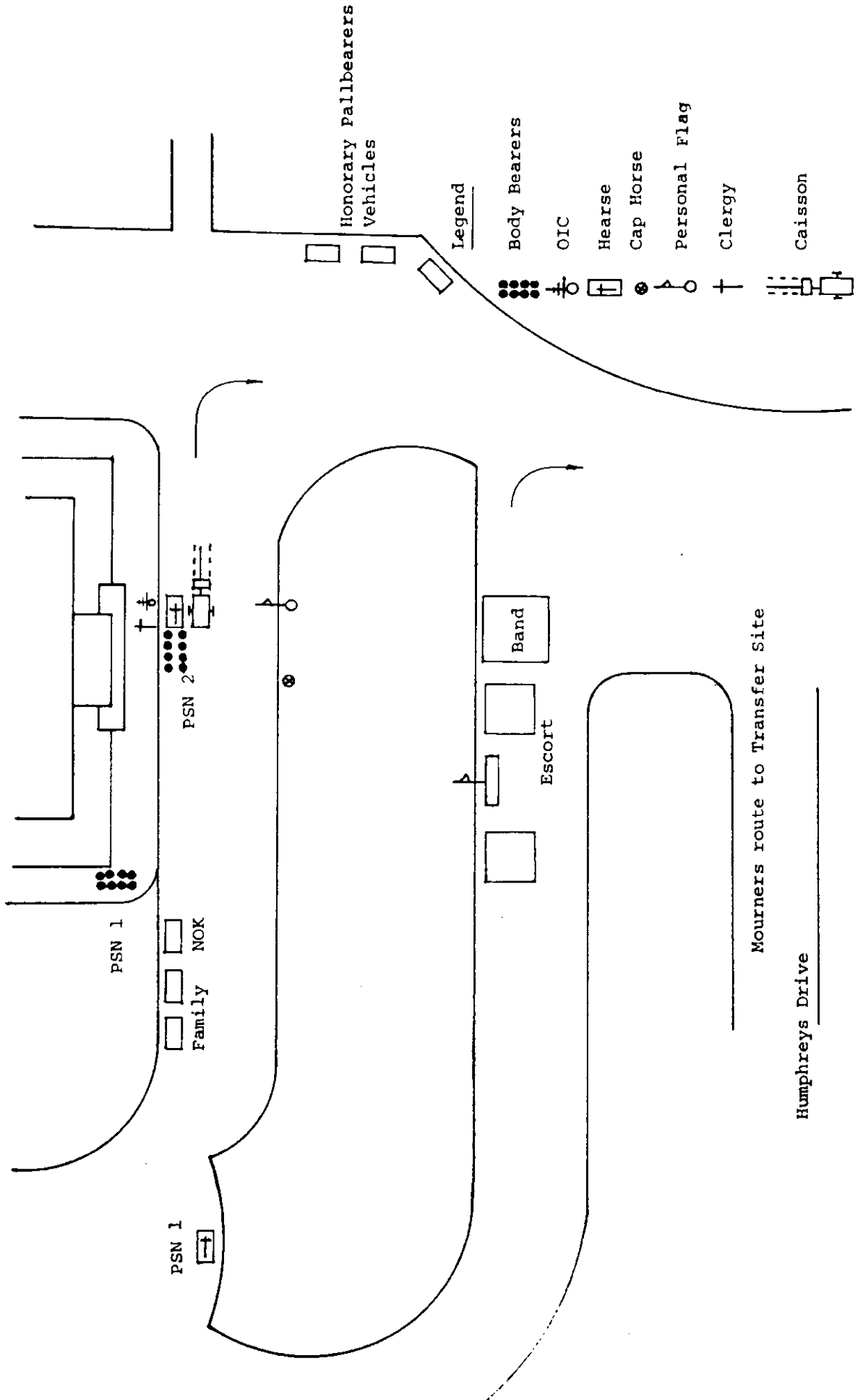
COAST GUARD MEMORIAL
(FULL HONOR COMPANY)



Appendix K

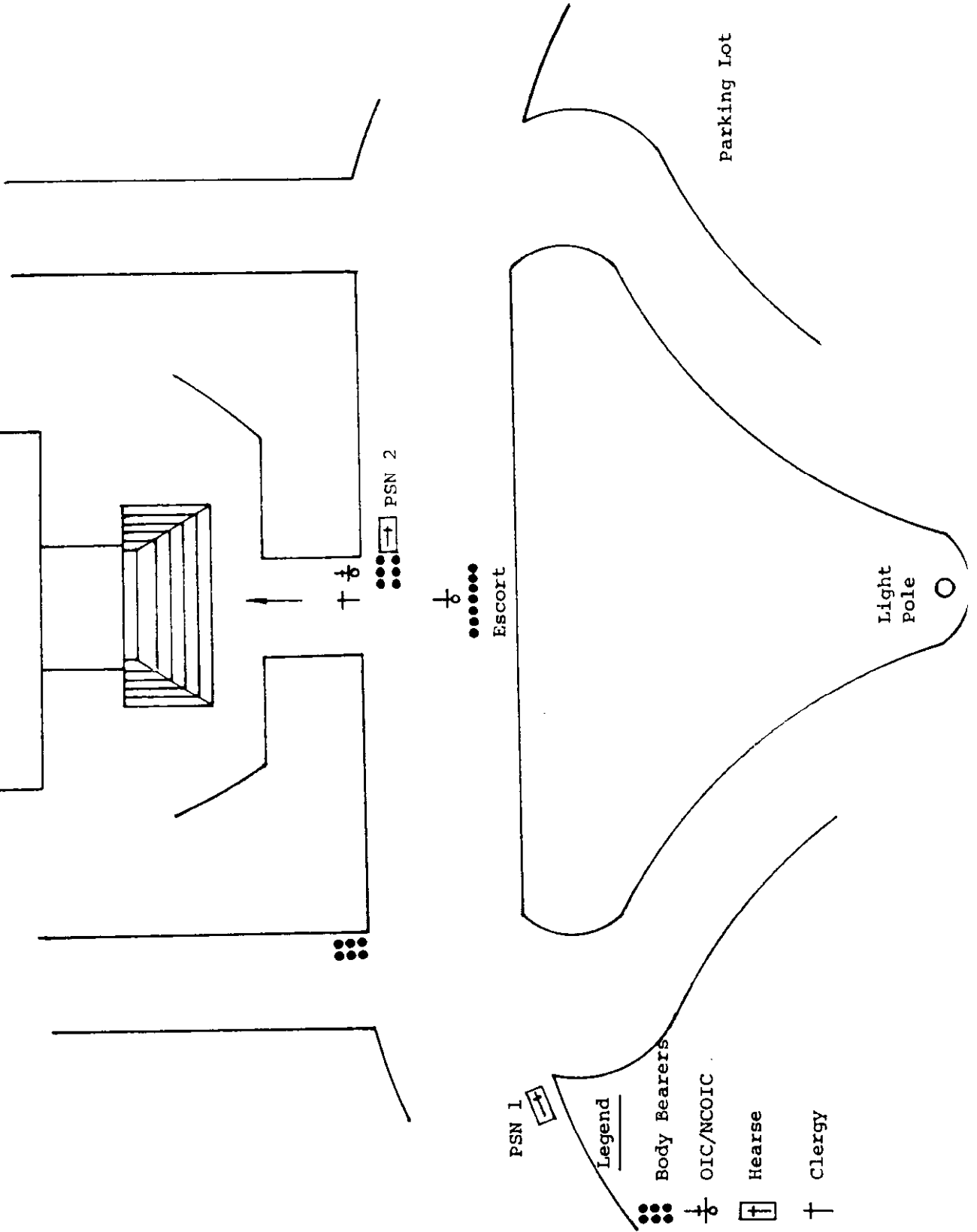
OLD ADMIN BLDG TRANSFER
(FULL HONOR COMPANY)

Parking



Appendix L

SOLDIER'S HOME CHAPEL
(ARMY HONOR)



Appendix M

DEPENDENT--GRAVESITE SERVICE



Legend

• • • Body Bearers

⊥ NCOIC

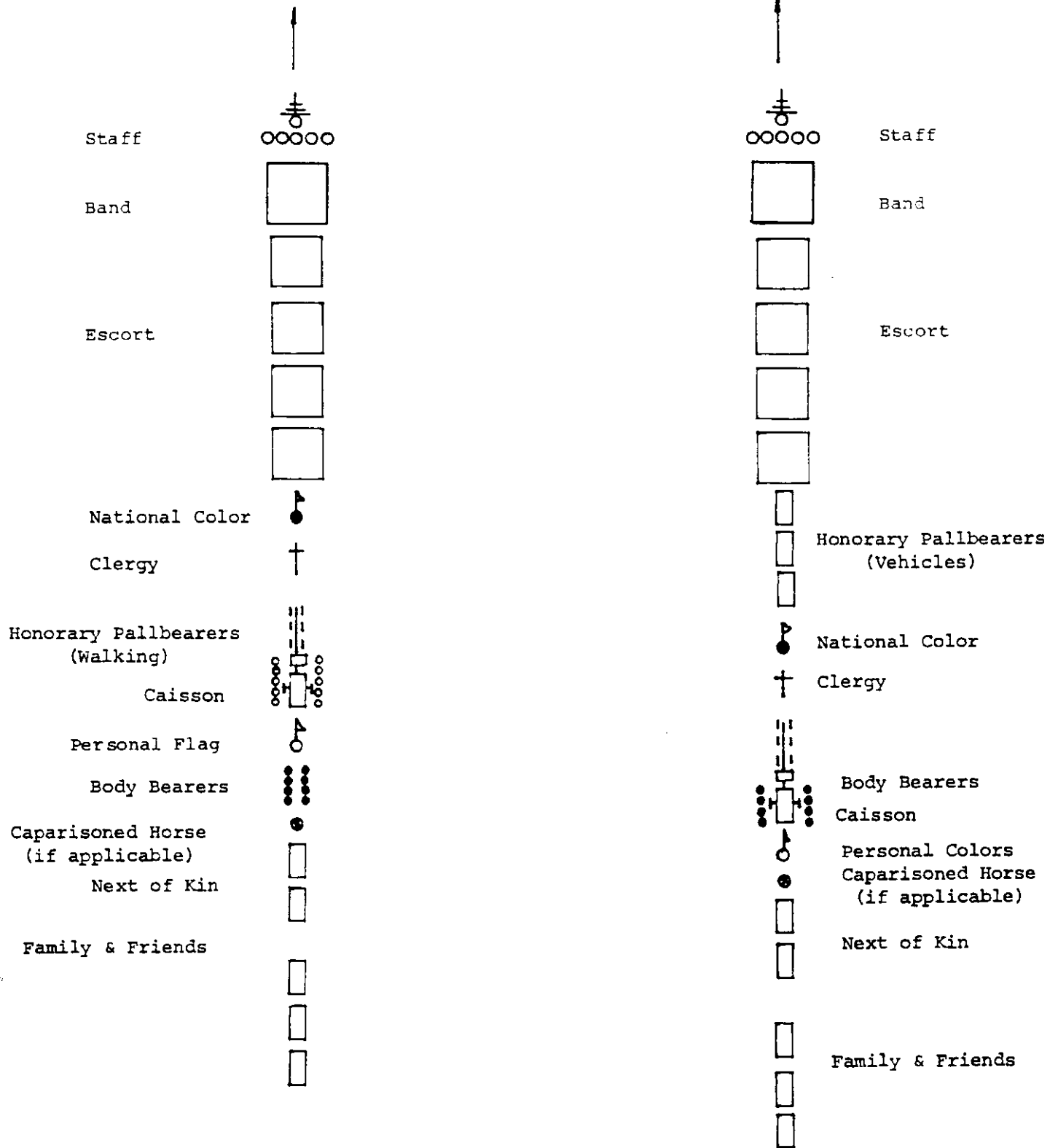
⊥ Clergy

⊥ Hearse

⊥ Grave

Appendix N

PROCESSION TO GRAVESITE--ARLINGTON NATIONAL CEMETERY (ARMED FORCES FULL HONOR)



Appendix O

GRAVESITE SERVICE (ARMED FORCES FULL HONOR)

Bugler •

Firing Party /

- USAF ☐
- USN ☐
- USMC ☐
- USA ☐
- Band ☐

Escort ○○○○

○○○○○ PSN 2
○ ○ ○ ○ ○

Family, Other mourners

- 1 - 4 Family
- 5 - 8 Friends
- 9 - 10 Honorary Pallbearers

7 5 3 1
8 6 4 2 NOK

PSN 1

Legend

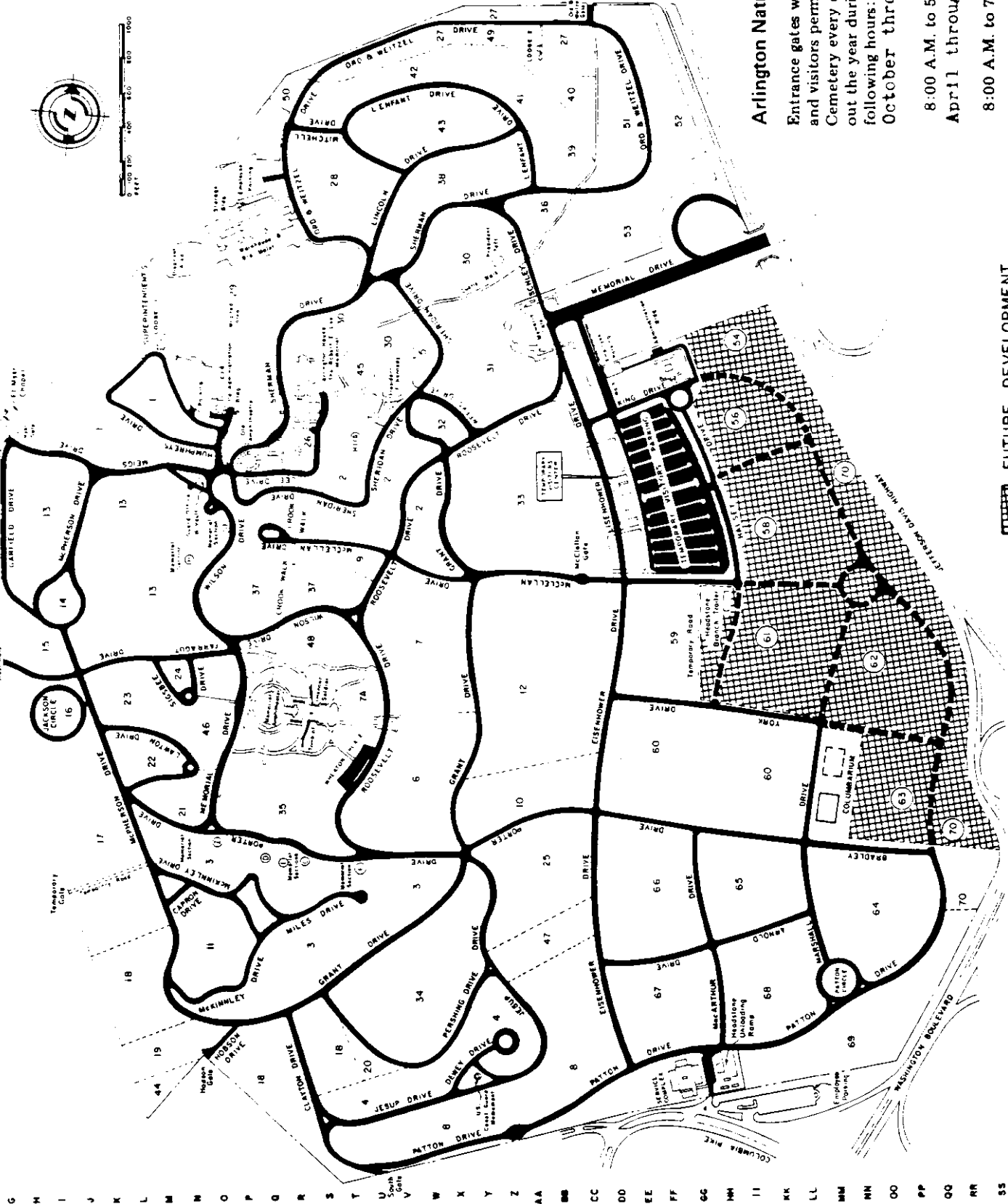
9 10 11

- Personal Flag
- Body Bearers
- Cap Horse

- Honorary Pallbearers
- OIC
- Clergy

Caisson

6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48




Arlington National Cemetery

Entrance gates will be open and visitors permitted in the Cemetery every day throughout the year during the following hours:
October through March
 8:00 A.M. to 5:00 P.M.
April through September
 8:00 A.M. to 7:00 P.M.

FUTURE DEVELOPMENT

FOR THE COMMANDER:

CHARLES E. DEXTER
Colonel, GS
Chief of Staff



STANLEY M. FOSCUE
LTC, AGC
Adjutant General

DISTRIBUTION:

A1 (3), 2 - 5, 8, 10 - 16, 22 (50), 23
B-1(25, 5(5)
D 21, 22(5)

SPECIAL:

HQDA, ATTN: DAMI-FI, Pentagon, Washington, DC 20319 (2)
Office, Chief of Naval Operations, Code 009L, Washington, DC 20350 (2)
HQ USAF/CVAIA, Washington, DC 20330 (2)
HQDA, ATTN: DACS-DSP, Pentagon, Washington, DC 20310 (2)
CO, Marine Barracks, ATTN: Operations & Training Officer, 8th and "T" Streets, SE,
Washington, DC 20390 (9)
Cmdt, Naval District HQ, Code 31, Washington Navy Yard, Washington, DC 20374 (6)
CO, USCG, Station, ATTN: Honor Guard, Alexandria, VA 22310 (5)
HQ USMC, Code PAB, Washington, DC 20380 (3)
Navy Office of Information, Code PAB, Washington, DC 20380 (3)
Bands Branch, SAF/OICE, CR Branch, Rm 4A120, Washington, DC 20330 (3)
Cdr, 76th MAW, AAFB, MD 20331 (1)
Cdr, 76th MAW/CCP, AAFB, MD 20331 (2)